



West Virginia University

Board of Governors

2018 - 2019 Meeting Agenda

April 12, 2019

Board Members

David B. Alvarez, Vice-Chair
Marty Becker
Charles L. Capito, Jr.
Elmer Coppoolse
Thomas Heywood
Dr. Stanley Hileman
Isaac Obioma
J. Thomas Jones
Lisa A. Martin

Taunja Willis Miller, Secretary
Richard A. Pill
Edward Robinson
J. Robert (J.R.) Rogers
Benjamin M. Statler
Dr. Matthew Valenti
Dr. Kimberly Weaver
William Wilmoth, Chairman

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of Friday, April 12, 2018 – 8:30 a.m.
Barnette BOG Room, Erickson Alumni Center,
Morgantown, West Virginia

Staff Member
Wilmoth

1. Call to Order

2. Executive Session, under authority in West Virginia Code §§6-9A-4(b)(2)(A), (b)(9) and (b)(12) to discuss:

- a. Legal, personnel, and deliberative matters;**
- b. Matters not considered public records;**
- c. Discussions consistent with the statutorily required three (3) year presidential review and related contract terms**
- d. Matters related to construction planning, commercial competition matters, the purchase, sale or lease of property, and/or the investment of public funds**

3. Discussions Emanating from Executive Session, if any

Wilmoth

- Appointment of committees per guidelines for presidential evaluation and contract renewal**

4. Academic Affairs Updates

McConnell

5. Board Presentation – Proposed Final Rule for the following: BOG Policy 42 – Procurement and Purchasing (proposed to be amended as Finance and Administration Rule 5.9 – Procurement)

**Alsop &
Taylor**

6. Board Presentation – Discussion/Action – Notice of Proposed Rulemaking is submitted for these current Board of Governors Policies:

**Alsop &
Taylor**

- BOG Policy 4 – Travel (proposed to be amended as BOG Finance and Administration Rule 5.8 – Travel)**

- **BOG Policy 11 – Freedom of Expression & Use of Facilities (substance incorporated into new BOG Governance Rule 1.8 Freedom of Expression and BOG Finance and Administration Rule 5.5 – Use of University Facilities)**
- **BOG Policy 16 – Use of Institutional Facilities (proposed to be amended as BOG Finance and Administration Rule 5.5 – Use of University Facilities)**
- **BOG Policy 18 – Alcoholic Beverages on the Campus (substance incorporated into BOG Finance and Administration Rule 5.5 – Use of University Facilities)**
- **BOG Policy 19 – Rule on Credit Card Solicitation and Marketing (substance incorporated into BOG Finance and Administration Rule 5.5 – Use of University Facilities)**
- **BOG Policy 28 – Regulation of Parking & Transportation (proposed to be amended as BOG Finance and Administration Rule 5.7 – Parking and Transportation)**
- **BOG Policy 48 – Textbook Affordability (proposed to be amended as BOG Governance Rule 1.12 – Educational Materials)**

**Additionally, the following new Rules are proposed:
Governance Rule 1.5 – Intellectual Property Rule for Patent, Copyright, and Trademark Rights and
Governance Rule 1.8 Freedom of Expression.**

- 7. Approval of minutes of the [February 8, 2019 Regular Meeting](#) and [March 19, 2019 Special Meeting](#)**

8. Committee Reports:

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| a. April 11, 2019 Audit Committee Meeting | Alvarez |
| b. April 11, 2019 Joint Finance and Facilities and Revitalization/Strategic Plans and Initiatives Committee Meeting | Jones |

9. **Information Items (written only)**
 - a. **FY 2019 Quarterly Financial Report for Activity Through December 31, 2018** **Congelio**
10. **Annual Report of the Classified Staff Representative to the Board of Governors** **Martin**
11. **Annual Report of the Student Government Association Representative to the Board of Governors** **Obioma**
12. **Board Presentation – Discussion/Action for:** **McConnell & Marsh**
 - **Approval of 2019-2020 Tuition and Fees** **Alsop & Congelio**
 - **Approval of FY 2020 Budget Parameters**
13. **President’s Report**
14. **Consent Agenda (for Board Review and Action)**
 - a. **Student Housing Developer Procurement** **Alsop**
 - b. **Evaluation of Real Property Assets** **Alsop**
 - c. **Evansdale Residential Complex (ERC) Dining Hall Renovation** **Alsop**
 - d. **Hatfield’s Dining Hall Renovation** **Alsop**
 - e. **Sale of Property in Montgomery, West Virginia** **Alsop**
 - f. **Milan Puskar Center Phase 3 and 4 Next Steps – Infrastructure Renovation and Upgrades; Hiring of Construction Manager for Preconstruction Services** **Alsop**
 - g. **Caperton Indoor Practice Facility (IPF) Artificial Turf Replacement** **Alsop**
 - h. **Health Science’s Center North (HSC), 3rd Floor Renovation, School of Pharmacy** **Alsop**
 - i. **New Business and Economics Building, Reynolds Hall** **Alsop**
 - j. **Renaming of the Federal Building in Beckley and the Evansdale Residential Complex (Towers) FRL Townhomes and Garages** **Alsop**
 - k. **Property Acquisition of Purinton Parcel** **Alsop**
 - l. **Transfer of Property and Easements for Widening of the Intersection of Willowdale** **Alsop**

Road and Valley View Avenue

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|---|---|------------------|
| m. | Recoat the Roof Membrane for WVU Coliseum | Alsop |
| n. | Termination of Certificate Program:
Gerontology | McConnell |
| o. | Approval of New Certificates: Graduate
Certificates in Creative Strategy, Data
Marketing Communications, Digital and Social
Media, Healthcare Communication, Higher
Education Marketing, and Public Relations
Leadership | McConnell |
| p. | Approval of New Major in Educational Theory
and Practice within the PhD in Education | McConnell |
| q. | Approval of the Occupational Therapy
Doctorate (OTD) within the School of Medicine | McConnell |
| r. | Termination of MA in World Language,
Literature, and Linguistics | McConnell |
| s. | Approval of Updated BOG Committees | Wilmoth |
| t. | Appointment to County Extension Committees | McConnell |
| 15. Appointment of Nominating Committee to present
slate of officers for June 2018 meeting | | Wilmoth |
| 16. Other Business and General Discussion | | |
| 17. Adjournment | | |

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM:	Academic Affairs Updates
INSTITUTION:	West Virginia University
COMMITTEE:	Full Board
RECOMMENDATION:	Informational
STAFF MEMBER:	Joyce McConnell, JD, LLM Provost and Vice President for Academic Affairs
BACKGROUND:	Provost McConnell will provide information and updates on several areas of importance within Academic Affairs.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Proposed final Rule for the following: BOG Policy 42 – Procurement and Purchasing (proposed to be amended as Finance and Administration Rule 5.9 – Procurement).

INSTITUTION: West Virginia University

COMMITTEE: Full Board

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves the final draft of the Rule, as presented.

STAFF MEMBER: Rob Alsop, Vice President for Strategic Initiatives
Stephanie D. Taylor, General Counsel

BACKGROUND: At the Board’s February 8, 2019 meeting, it issued a Notice of Proposed Rulemaking for the new Rule identified above. The proposed changes are to amend, approve, rename/renumber, and, in some cases, repeal the current Policies in order to implement new Rules in accordance with W. Va. House Bill 2542 (2017) and W. Va. House Bill 2815 (2017). To that end, the term “Policy” will be replaced with “Rule” and this Policy will be reformatted to the new design for BOG Rules, renumbered, and standard terms will be used when applicable. Moreover, all BOG Rules will be updated to supersede and repeal W. Va. Higher Education Policy Commission Rules, where applicable.

Additional specific changes were set forth in detail in the table that was included in the February 8, 2019 Notice of Proposed Rulemaking and attached again here as a reference.

The proposed changes to the new Rule were posted for the required thirty (30) day public comment period. No comments were received. No revisions were made to the Rules outside of any typos or nits.

Accordingly, the Board of Governors is asked to approve the final Rule, as presented.

NOTICE OF PROPOSED RULEMAKING

Notice of Proposed Rulemaking is submitted for the following current BOG Policies:

- BOG Policy 42 – Procurement and Purchasing (proposed to be amended as Finance and Administration Rule 5.9 – Procurement).

The proposed changes are to implement new a BOG Rule in accordance with W. Va. House Bill 2815 (2017). To that end, the term “Policy” will be replaced with “Rule” and these Policies will be reformatted to the new design for BOG Rules, renumbered, and standard terms are used, when applicable. Moreover, all BOG Rules will be updated to supersede and repeal W. Va. Higher Education Policy Commission Rules, where applicable.

Substantively, this Notice of Proposed Rulemaking will result in additions, amendments, or repeals as set forth below:

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
BOG Administration and Finance Rule 5.9 – Procurement	BOG Policy 42 – Procurement and Purchasing	Amend & Approve	<ul style="list-style-type: none"> • This Rule amends and significantly expands the content of the existing policy; in so doing, this amended rule seeks to design and administer a fair and ethical procurement program for purchase of all goods and services by the University or individuals using University funds to ensure the highest quality products and services are procured at the best available price and in compliance with the State of West Virginia’s applicable procurement statutes. • The Rule delegates to the President the authority to manage, approve or disapprove all University procurements; and the President is authorized to approve exceptions to the Rule. • The President shall also analyze emerging trends and changing circumstances that impact procurement to keep the procurement program consistent with best practices; provided, that approval will be obtained from the Board prior to implementing any change that would make fundamental, systemic changes to the overall procurement program. • Further, in accordance with BOG Finance & Administration Rule 5.1, certain procurements or amendments to procurements will be submitted to the Board of Governors for review. • The Rule establishes University bid thresholds, identifies specific types of procurement methods, and mandates the involvement of a responsible university procurement official in order for the procurement process to be valid. • The Rule acknowledges the University’s use of an Electronic Procurement System and sets forth certain requirements related to the use of such system. • The Rule requires the development and maintenance of a University Procurement Manual to: <ul style="list-style-type: none"> ○ Provide additional, detailed guidance regarding procurement methods and processes based on the particular procurement need. ○ Provide definitions and examples of Sole Source Procurement, Single Source Procurements, Essential Services, and Emergency situations where time is of the essence and conditions warrant prompt action to address the condition.

A copy of the current Policy can be found at <http://bog.wvu.edu/policies> and a copy of the proposed Rule and this Notice of Proposed Rulemaking can be found at <http://policies.wvu.edu/>. Additionally, copies of both are available at the President's Office in Room 103 of Stewart Hall.

There will be a 30-day public comment period from February 11, 2019, through March 13, 2019 for the submission of written comments. Comments should be submitted using the online submission form for each Rule or Policy, which can be found by clicking on the link to the Rule or Policy located at: <http://policies.wvu.edu/>. If there are any questions about the submission process, they can be directed to Valerie Lopez, Special Assistant to the Governing Board, at Valerie.Lopez@mail.wvu.edu or Valerie Lopez, Office of the President, West Virginia University, PO Box 6201, Morgantown, West Virginia 26506-6201.

Once the comment period has ended, all public comments received will be posted on the University's policy website. The Rules may be changed, subject to comments received.

Recommendation: Amend & Approve



Board of Governors Rule

Finance and Administration

Procurement

Responsible Unit: Strategic Initiatives/

Procurement, Contracting & Payment Services

Adopted: [Proposed: April 12, 2019]

Effective: [TBD]

Revision History: Prior BOG Policy 42

(originally effective June 2, 2006)

Review Date: April 2024

BOG FINANCE AND ADMINISTRATION RULE 5.9 PROCUREMENT

SECTION 1: PURPOSE & SCOPE.

- 1.1 West Virginia University seeks to design and administer a fair and ethical procurement program for purchase of all goods and services by the University or individuals using University funds to ensure the highest quality products and services are procured at the best available price and in compliance with the State of West Virginia's applicable procurement statutes.
- 1.2 This Rule outlines the guiding principles for the Procurement Program at West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively the "University").

SECTION 2: OVERVIEW OF PHILOSOPHY AND RESPONSIBILITIES OF THE PROCUREMENT PROGRAM.

- 2.1 The President is delegated the authority to manage, approve or disapprove all University procurements. Exceptions to this rule must be approved by the President and in accordance with Board of Governors Finance & Administration Rule 5.1, certain procurements or amendments to procurements must be submitted to the Board of Governors for review.
- 2.2 The President shall design and administer a Procurement Program that aligns with the University's mission, vision, and values and meets the following objectives:
 - 2.2.1 Ensuring the University procures the highest quality goods and services at the best possible prices;
 - 2.2.2 Administering fair and ethical procurement practices that provide all potential vendors equal opportunity to work with the University;



Board of Governors Finance & Administration
Rule 5.9

- 2.2.3 Utilizing technology solutions to streamline the procurement process; and
- 2.2.4 Ensuring all applicable statutes of the State of West Virginia are followed throughout the procurement process.
- 2.3 The President shall analyze emerging trends in technology and methods that impact procurement to keep the Procurement Program consistent with best practices and make any appropriate changes to the Procurement Program. The President shall obtain the approval of the Board of Governors prior to implementing any change that would make fundamental, systemic changes to the overall Procurement Program.
- 2.4 The President shall develop and maintain procurement methods, utilizing technology to the greatest possible extent, and dictate the proper methods for individual procurements throughout the University.
- 2.5 A Procurement Manual shall be developed to provide more detailed guidance regarding procurement methods and processes based on the particular procurement need.
- 2.6 Violations of this Rule or the Procurement Program shall result in corrective actions.
 - 2.6.1 Any University Employee who fails to abide by the requirements within this Rule shall be subject to appropriate disciplinary action, including warning, suspension, termination, or other disciplinary action as may be appropriate.
 - 2.6.2 Furthermore, although conduct may not violate this Rule, it may still be prohibited by the University under a different rule, policy, or standard of behavior. Accordingly, in such cases, the University reserves the ability to take any necessary action.

SECTION 3: UNIVERSITY BID THRESHOLDS.

- 3.1 The University shall require a public bidding process when goods or services are over certain monetary limits.
- 3.2 These limits are:
 - 3.2.1 Equal to or exceeding \$50,000 for goods and services excluding construction.
 - 3.2.2 Equal to or exceeding \$100,000 for all construction procurements.
- 3.3 Under certain circumstances purchases that exceed these limits do not require public bidding. These circumstances and the procurement methods utilized in these situations are addressed in Section 5 of this Rule.



Board of Governors Finance & Administration
Rule 5.9

SECTION 4: UNIVERSITY PROCUREMENT SYSTEM AND METHODS.

- 4.1 The University utilizes an Electronic Procurement System for all purchases.
- 4.2 The University provides various procurement methods for purchase amounts that do not exceed the bid threshold.
 - 4.2.1 Catalog purchases shall be made utilizing the catalogs available as part of the Electronic Procurement System for all possible purchases. These catalogs are subject to a competitive public bidding system.
 - 4.2.2 Non-catalog purchases are purchases of items not available through the catalogs in the Electronic Procurement System and may be made using a non-catalog purchase requisition. In these situations, multiple quotations for these purchases are highly encouraged. A responsible university procurement official can assist with this process.
 - 4.2.3 Direct payments for utilities, subscriptions and other essential services do not require a purchase order.
 - 4.2.4 An Emergency may create situations where time is of the essence and conditions warrant prompt action to address the condition. In these instances, pre-approval of such purchases is not required when acting in a responsible and prudent manner.
 - 4.2.5 PCards may be used for certain purchases under the bid threshold including:
 - 4.2.5.1 Travel, in accordance with the University's Travel Manual and PCard Manual.
 - 4.2.5.2 Hospitality as articulated in the PCard Manual.
 - 4.2.5.3 Other vendor purchases allowable as articulated in the PCard Manual.
 - 4.2.6 The University is not obligated to pay any invoice resulting from an order, either verbal or written, not authorized by a responsible procurement official.
- 4.3 Two procurement methods are available when the purchase amount exceeds the bid threshold. They both require involvement of a responsible university procurement official to be valid.



Board of Governors Finance & Administration Rule 5.9

- 4.3.1 The Request for Bid method is used when detailed specifications are available. Under this method the lowest bidder providing all required information is awarded the business.
 - 4.3.2 The Request for Proposal method is used when detailed specifications are not available, or more than price is a purchase driver. Under this method, vendors are invited through public solicitation to submit detailed proposals meeting specific criteria developed by the University. Such criteria usually include: price, company profile, information about their goods/services, and other value-added factors. These sealed proposals are evaluated and scored by a selection committee. Under this method, the vendor proposal with the highest score is awarded the business.
 - 4.4 Procurements can be amended (term extensions, adding products and services) by an appropriate procurement official following the guidance set forth in the Procurement Manual and Board of Governors Finance & Administration Rule 5.1 where applicable.
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SECTION 5: EXCEPTIONS TO THE BID THRESHOLD.

- 5.1 Each procurement that exceeds the bid threshold but is not subject to public bidding requires the involvement, guidance and approval of a responsible University procurement official unless otherwise noted within this section. It is the responsibility of the procuring department to provide sufficient documentation to support the utilization of the procurement methods described in this section unless otherwise noted.
 - 5.2 The Sole Source Procurement method is used when there is only one supplier of the product or service.
 - 5.3 The Single Source Procurement method is used when there are multiple suppliers but purchasing from a particular provider is in the best interest of the University for strategic reasons.
 - 5.4 Essential Services purchases are routine, non-competitive, repetitive, and essential to the everyday operation of the University.
 - 5.5 An Emergency may create situations where time is of the essence and conditions warrant prompt action to address the condition. In these instances, pre-approval of such purchases is not required when acting in a responsible and prudent manner.
 - 5.6 The University Procurement Manual provides examples of each of these procurement types and additional information regarding each.
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Board of Governors Finance & Administration
Rule 5.9

SECTION 6: DELEGATION.

- 6.1 The Board of Governors delegates to the President the authority to adopt additional facilities plan internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 7: DEFINITIONS.

- 7.1 “Electronic Procurement System” means procurement system in which all business is done electronically from order transmittal to invoicing.
- 7.2 “Emergency” means an occurrence of a serious or urgent nature that may harm or destroy the preservation of public health, welfare or safety of persons, or the protection of State property or programs; and, demands immediate action.
- 7.3 “Essential Services” means those services critical to ongoing operations as defined in the Procurement Manual.
- 7.4 “PCard Manual” means the document outlining the detailed policies and procedures of the University’s Procurement Card program.
- 7.5 “President” means President of West Virginia University or his or her designee.
- 7.6 “Procurement Manual” means the set of guidelines and instructions governing the processes employed by West Virginia University to procure goods and services.
- 7.7 “Procurement Program” means a collection of procedures used by the university to purchase goods and services outlined in the Procurement Manual.
- 7.8 “Travel Manual” means the document outlining the detailed policies and procedures of the University’s travel program.

SECTION 8: AUTHORITY.

- 8.1 W. Va. Code § 18B-5-4 through § 18B-5-9. For purchases funded by federal funds, federal acquisition regulations apply. For federal grant funding, the provisions of OMB Circular A-110 apply.



Board of Governors Finance & Administration
Rule 5.9

SECTION 9: SUPERSEDING PROVISIONS.

- 9.1 This rule replaces Board of Governors Policy 42: Procurement and Purchasing which was effective on June 2, 2006, Higher Education Policy Commission (“HEPC”) Series 30 (W. Va. Code R. 133-30-1 to 16), which was adopted August 23, 2016; and any other Rule of HEPC which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes and replaces any internal University policy or procedure which relates to the subject matter contained within this Rule.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Notice of Proposed Rulemaking is submitted for these current Board of Governors Policies:

- BOG Policy 4 – Travel (proposed to be amended as BOG Finance and Administration Rule 5.8 – Travel)
- BOG Policy 11 – Freedom of Expression & Use of Facilities (substance incorporated into new BOG Governance Rule 1.8 Freedom of Expression and BOG Finance and Administration Rule 5.5 – Use of University Facilities)
- BOG Policy 16 – Use of Institutional Facilities (substance incorporated into BOG Finance and Administration Rule 5.5 – Use of University Facilities)
- BOG Policy 18 – Alcoholic Beverages on the Campus (substance incorporated into BOG Finance and Administration Rule 5.5 – Use of University Facilities)
- BOG Policy 19 – Rule on Credit Card Solicitation and Marketing (substance incorporated into BOG Finance and Administration Rule 5.5 – Use of University Facilities)
- BOG Policy 28 – Regulation of Parking & Transportation (proposed to be amended as BOG Finance and Administration Rule 5.7 – Parking and Transportation)
- BOG Policy 48 – Textbook Affordability (proposed to be amended as BOG Governance Rule 1.12 – Educational Materials)

Additionally, the following new Rules are proposed: BOG Governance Rule 1.5 – Intellectual Property Rule for Patent, Copyright, and Trademark Rights; BOG Governance Rule 1.8 Freedom of Expression; and BOG Finance and Administration Rule 5.5 – Use of University Facilities.

INSTITUTION: West Virginia University

COMMITTEE: Full Board

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves the issuance of a Notice of Proposed Rulemaking, as presented.

STAFF MEMBER: Rob Alsop, Vice President for Strategic Initiatives
Stephanie Taylor, General Counsel

BACKGROUND:

The proposed changes are to amend, approve, rename/renumber, and, in some cases, repeal the current policies in order to implement new rules in accordance with W. Va. House Bill 2815 (2017). To that end, the term “Policy” will be replaced with “Rule” and these policies will be reformatted to the new design for BOG Rules, renumbered, and standard terms will be used when applicable. Moreover, all BOG Rules will be updated to supersede and repeal W. Va. Higher Education Policy Commission Rules, where applicable.

Substantively, the proposed changes to the policies and proposed rules above will result in additions, amendments, or repeals as set forth in detail in the table located in the Notice of Proposed Rulemaking.

Following the issuance of the Notice of Proposed Rulemaking, the proposed changes to the Policies and Rules will be posted for the required thirty (30) day public comment period from April 15, 2019 through May 14, 2019. The Board of Governors is asked to approve the issuance of the Notice of Proposed Rulemaking, as presented.

NOTICE OF PROPOSED RULEMAKING

Notice of Proposed Rulemaking is submitted for these current Board of Governors Policies:

- BOG Policy 4 – Travel (proposed to be amended as BOG Finance and Administration Rule 5.8 – Travel)
- BOG Policy 11 – Freedom of Expression & Use of Facilities (substance incorporated into new BOG Governance Rule 1.8 Freedom of Expression and BOG Finance and Administration Rule 5.5 – Use of University Facilities)
- BOG Policy 16 – Use of Institutional Facilities (substance incorporated into BOG Finance and Administration Rule 5.5 – Use of University Facilities)
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- BOG Policy 28 – Regulation of Parking & Transportation (proposed to be amended as BOG Finance and Administration Rule 5.7 – Parking and Transportation)
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Additionally, the following new Rules are proposed: BOG Governance Rule 1.5 – Intellectual Property Rule for Patent, Copyright, and Trademark Rights; BOG Governance Rule 1.8 Freedom of Expression; and BOG Finance and Administration Rule 5.5 – Use of University Facilities.

The proposed changes are to implement new BOG Rules in accordance with W. Va. House Bill 2815 (2017). To that end, the term “Policy” will be replaced with “Rule” and these Policies will be reformatted to the new design for BOG Rules, renumbered, and standard terms are used, when applicable. Moreover, all BOG Rules will be updated to supersede and repeal W. Va. Higher Education Policy Commission Rules, where applicable.

Substantively, this Notice of Proposed Rulemaking will result in additions, amendments, or repeals as set forth below:

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
Governance Rule 1.5 – Intellectual Property Rule for Patent, Copyright, and Trademark Rights	N/A	Approve	<ul style="list-style-type: none"> Creates a new, comprehensive Rule concerning Intellectual Property for patents, copyright, and trademark rights. Incorporates current University policy and practice that Intellectual Property created by Employees during the scope of their employment or involving More than Incidental Use of University Resources is owned by the University. Defines when Intellectual Property created by Undergraduate and Graduate Students is owned by the University and when it is owned by the Student. For Undergraduate Students. Intellectual Property created by an Undergraduate Student for a credited course or part of an extracurricular activity and without More than Incidental Use of University Resources is owned by the Undergraduate Student. Intellectual Property created by an Undergraduate Student in the following circumstances is owned by the University: <ul style="list-style-type: none"> An Undergraduate Student collaborates with faculty or staff to create Intellectual Property as part of internal, third-party, or sponsored research or development activities regardless of whether the collaboration is for a credited course; An Undergraduate Student creates Intellectual Property as a Student-Employee of the University within the course and scope of the Undergraduate Student's employment; An Undergraduate Student creates Intellectual Property with More than Incidental Use of University Resources not associated with a credited course for which the Undergraduate Student is enrolled; or As otherwise agreed to in writing by the University and the Undergraduate Student. For Graduate Students. Intellectual Property created by a Graduate Student in the following circumstances is owned by the Graduate Student: <ul style="list-style-type: none"> Intellectual Property created for a credited course, excluding courses for thesis and dissertation hours when the thesis or dissertation is sponsored pursuant to an agreement between an external sponsor and the University or an internal University sponsorship agreement;

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
			<ul style="list-style-type: none"> ○ Intellectual Property created in connection with the Graduate Student's self-funded research, thesis, or dissertation, in the absence of a separate written agreement between the Graduate Student and University specifying Intellectual Property ownership; or ○ Intellectual Property created as part of an extracurricular activity and without More than Incidental Use of University Resources is owned by the Graduate Student. • Intellectual Property created by a Graduate Student in the following circumstances is owned by the University: <ul style="list-style-type: none"> ○ Intellectual Property created in connection with such Graduate Student's research, thesis, or dissertation that is sponsored pursuant to an agreement between an external sponsor and the University or an internal University sponsorship agreement, regardless of whether the research, thesis, or dissertation is for a credited course; ○ Intellectual Property created as part of internal, third-party, or sponsored research or development activities; ○ A Graduate Student creates Intellectual Property with More than Incidental Use of University Resources not associated with a credited course for which the Graduate Student is enrolled; ○ A Graduate Student creates Intellectual Property as a Student-Employee of the University within the course and scope of the Graduate Student's employment, including teaching responsibilities; or ○ As otherwise agreed to in writing by the University and the Graduate Student. • "More than Incidental Use of University Resources" is defined to mean the use of University Resources that is important to the creation of the Intellectual Property and that is not normally provided to the public without charge, or the use of funds administered by the University towards the creation of the Intellectual Property. More than Incidental Use of University Resources is use of specialized, research-related facilities, equipment or supplies provided by the University for academic purposes and use of on-the-job time. The occasional and infrequent use of the following would typically not constitute "More than Incidental Use of

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
			<p>University Resources”: routinely available, office-type equipment, including desktop computers and commercially available software, as well as use of reference materials or other resources collected on the University campus which are generally available in non-University locations.</p> <ul style="list-style-type: none"> • Carves out exceptions to University ownership for Intellectual Property conceived and first actually reduced to practice by a Student during the Student’s use of University Innovation Centers. • Provides that Employees and Students shall retain copyright in scholarly, pedagogical, or artistic works, including, without limitation, textbooks, course materials, papers, journal articles, dissertations, novels, poems, musical compositions, works of popular nonfiction, dramatic works and other works of artistic expression, but not including computer software, to the extent such works are not Institutional Works. • Incorporates current University policy and practice regarding the requirements for the disclosure of Intellectual Property to the University, guidelines for the review of those disclosures by the Office of Technology Transfer, and distribution of revenue to Inventors from the University’s ownership interest in Intellectual Property. • Discusses the University’s ownership and protection of its trademarks.
Governance Rule 1.8 – Freedom of Expression	BOG Policy 11 – Freedom of Expression and Use of Facilities	Approve	<ul style="list-style-type: none"> • Incorporates the substances relating to the University’s commitment to the First Amendment right of free speech and assembly from current BOG Policy 11. • Confirms that freedom of expression is a campus right and subject only to reasonable content-neutral time, place and manner restrictions. • References to reservation procedures and other matters which relate more to the use of University facilities, than to First Amendment rights, have been removed from this Rule and incorporated into proposed BOG Finance & Administration Rule 5.5. • Expressly prohibits interference with any other person or group’s lawful assembly or expressive activity, regardless of viewpoint.
Governance Rule 1.12 – Educational Materials	BOG Policy 48 – Textbook Affordability	Amend & Approve	<ul style="list-style-type: none"> • Amends, re-organizes, and streamlines the substance of current BOG Policy 48. • Current Policy 48 was focused on the affordability of “textbooks”; the new Rule is more expansive and focuses on the affordability of Educational

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
			<p>Materials which means “textbooks and other supplementary course materials that come at a cost to the student, regardless of format.”</p> <ul style="list-style-type: none"> Requires the President to appoint a Committee to, among other things, advise the President and the Board on affordability issues and initiatives and to establish formal selection guidelines for the selection of Educational Materials. Sets forth certain statutorily requirements related to the operation of bookstores.
Finance and Administration Rule 5.5 – Use of University Facilities	<p>BOG Policy 11 – Freedom of Expression and Use of Facilities</p> <p>BOG Policy 16 – Use of Institutional Facilities</p> <p>BOG Policy 18 – Alcoholic Beverages on the Campus</p> <p>BOG Policy 19 – Rule on Credit Card Solicitation and Marketing</p>	Approve	<ul style="list-style-type: none"> Incorporates the substance from current BOG Policies 16, 18, and 19. Establishes minimum requirements for any policy and procedure relating to the public’s use outdoor grounds, including the ability to reserve space in advance for assemblies. Addresses use of indoor locations for assemblies and distribution of materials by students, faculty, staff, and campus recognized organizations and departments. Permits, subject to a reasonable reservation process and other content-neutral criteria, the use of facilities which may provide benefits otherwise not available in the community. Permits the use of facilities by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary in certain specific circumstances. Consistent with current Policy 18, this Rule outlines guidelines for the possession or sale Alcoholic Beverages on or in University facilities. Prohibits on the University property all commercial sales, solicitations, advertising, and other commercial activity including, credit card activities, except by organizations and groups directly connected with the University and upon written approval of the President, or pursuant to a written contract or agreement with the University.
Finance and Administration Rule 5.7 – Regulations for Parking, Transportation, and Fleet Management	BOG Policy 28 – Regulation of Parking & Transportation	Amend & Approve	<ul style="list-style-type: none"> Amends, re-organizes, and streamlines the substance of current BOG Policy 28. Establishes that the President is responsible for the oversight, management, and enforcement of parking at the University. <ul style="list-style-type: none"> Authorizes, in accordance with the law, the issuance citations and collection of fines, as well as towing and impounding, for violations of parking regulations.

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
			<ul style="list-style-type: none"> ○ Provides that parking rates and fines shall be established by the President. ○ Requires that certain information relating to parking management be publicly available. ● Establishes that the President is responsible for the oversight and management of University provided transportation, including the PRT and University buses, and requires transportation services to be made available for Members of the University Community that have a qualified disability as defined in the ADA. ● Establishes that the President is responsible for the oversight and management of all University Owned Vehicles and shall establish related policies and procedures.
Finance and Administration Rule 5.8 – Travel	BOG Policy 4 – Travel	Amend & Approve	<ul style="list-style-type: none"> ● This Rule amends the current BOG policy, which has been in effect since 2003. ● The amendment modernizes the Rule while seeking to design and administer a travel program that promotes safe and economical University travel while ensuring accountability and appropriate use of funds. ● The Rule delegates to the President the authority to manage, approve or disapprove travel and travel related expenses. ● The President shall also analyze emerging trends and changing circumstances that impact travel to keep the travel program consistent with best practices; provided, that approval will be obtained from the Board prior to implementing any change that would make fundamental, systemic changes to the overall travel program. ● The Rule requires the development and maintenance of a University Travel Manual to: <ul style="list-style-type: none"> ○ Provide additional, detailed guidance to Employees and others traveling on behalf of the University. ○ Set the internal control structure for the Travel program, including allowable and unallowable expenses and the processes to be followed when booking and expensing travel ● The Rule provides that Travelers are strongly encouraged to make reservations through the University’s contracted Travel Management Company.

New BOG Rule	Current BOG Policy (if applicable)	Recommended Action	Comments
			<ul style="list-style-type: none"> The Rule sets forth certain requirements related to air travel, ground transportation, lodging, meals and incidentals, as well as registration fees or charges for attendance at conferences, meetings and seminars. The Rule establishes that Travelers should use the University PCard and/or other designated University card products as the payment method for all Travel expenses except for individual Traveler's meal expenses and fuel for personal vehicles and that all expenses paid must be reconciled using the University's expense management system.
N/A	BOG Policy 11 – Freedom of Expression and Use of Facilities	Repeal & Relocate	<ul style="list-style-type: none"> Substance incorporated into new BOG Governance Rule 1.8 – Freedom of Expression
N/A	BOG Policy 16 – Use of Institutional Facilities	Repeal & Relocate	<ul style="list-style-type: none"> Substance incorporated into new BOG Finance and Administration Rule 5.5 – Use of University Facilities
N/A	BOG Policy 18 – Alcoholic Beverages on the Campus	Repeal & Relocate	<ul style="list-style-type: none"> Substance incorporated into new BOG Finance and Administration Rule 5.5 – Use of University Facilities
N/A	BOG Policy 19 – Rule on Credit Card Solicitation and Marketing	Repeal & Relocate	<ul style="list-style-type: none"> Substance incorporated into new BOG Finance and Administration Rule 5.5 – Use of University Facilities

A copy of the current Policies can be found at <http://bog.wvu.edu/policies> and a copy of the proposed Rules and this Notice of Proposed Rulemaking can be found at <http://policies.wvu.edu/>. Additionally, copies of both are available at the President's Office in Room 103 of Stewart Hall.

There will be a 30-day public comment period from April 15, 2019 through May 14, 2019 for the submission of written comments. Comments should be submitted using the online submission form for each Rule or Policy, which can be found by clicking on the link to the Rule or Policy located at: <http://policies.wvu.edu/>. If there are any questions about the submission process, they can be directed to Valerie Lopez, Special Assistant to the Governing Board, at Valerie.Lopez@mail.wvu.edu or Valerie Lopez, Office of the President, West Virginia University, PO Box 6201, Morgantown, West Virginia 26506-6201.

Once the comment period has ended, all public comments received will be posted on the University's policy website. The Rules may be changed, subject to comments received.

Recommendation: Approve



Board of Governors Rule

Governance
Intellectual Property
Responsible Unit: Research Office; University Relations
Adopted: [Proposed June 21, 2019]
Effective: TBD
Revision History: None
Review Date: October 2024

BOG GOVERNANCE RULE 1.5 INTELLECTUAL PROPERTY RULE FOR PATENT, COPYRIGHT, AND TRADEMARK RIGHTS

SECTION 1: PURPOSE & SCOPE.

- 1.1 West Virginia University is committed to fostering an environment that encourages the generation of new discoveries, knowledge, creative, and scholarly works and other Intellectual Property by Employees and Students.
- 1.2 The University seeks to encourage research and the development of Intellectual Property by providing appropriate financial compensation to inventors, creators, and the University. In doing so, the University seeks to incentivize the timely and full disclosure by Employees and Students involved in the creation or invention of Intellectual Property to the University.
- 1.3 This Rule sets forth the rights and responsibilities, including any actions for violation of this Rule, of the University, Employees, and Students with respect to Intellectual Property. This Rule also outlines the appropriate procedures for the disclosure of Intellectual Property to the University.
- 1.4 This Rule applies to all Employees and Students of West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College, (collectively the “University”).

SECTION 2: OWNERSHIP OF INTELLECTUAL PROPERTY.

2.1 *Employees.*

- 2.1.1 **Definition.** Per the purpose of this Rule, Employee means all Adjunct Faculty, Faculty, Classified Employees, Non-Classified Employees, and Post-Doctoral Staff, as well as visiting Faculty and emeritus Faculty that creates or invents Intellectual Property with More than Incidental Use of University Resources.



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- 2.1.2 ***Ownership.*** Intellectual Property created by Employees with More than Incidental Use of University Resources or within the scope of their employment with the University shall be owned by the University.
- 2.1.3 ***Assignment to University.*** Pursuant to the policies of this University and the agreement between each Employee and the University, all Employees have assigned or, if necessary, hereby assign their rights in Intellectual Property to the University. All Employees agree to cooperate and execute any further documents necessary to perfect the University's ownership of such Intellectual Property.
- 2.2 ***Students.***
- 2.2.1 ***Undergraduate Students.***
- 2.2.1.1 Intellectual Property created by an Undergraduate Student for a credited course or part of an extracurricular activity and without More than Incidental Use of University Resources is owned by the Undergraduate Student.
- 2.2.1.2 Intellectual Property created by an Undergraduate Student in the following circumstances is owned by the University:
- 2.2.1.2.1 An Undergraduate Student collaborates with faculty or staff to create Intellectual Property as part of internal, third-party, or sponsored research or development activities regardless of whether the collaboration is for a credited course;
- 2.2.1.2.2 An Undergraduate Student creates Intellectual Property as a Student-Employee of the University within the course and scope of the Undergraduate Student's employment;
- 2.2.1.2.3 An Undergraduate Student creates Intellectual Property with More than Incidental Use of University Resources not associated with a credited course for which the Undergraduate Student is enrolled; or
- 2.2.1.2.4 As otherwise agreed to in writing by the University and the Undergraduate Student.
- 2.2.1.3 All Undergraduate Students shall, as is reasonably necessary, cooperate and execute any documents required to perfect the University's ownership of Intellectual Property.



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2.2.2 Graduate Students.

- 2.2.2.1 Intellectual Property created by a Graduate Student in the following circumstances is owned by the Graduate Student:
 - 2.2.2.1.1 Intellectual Property created for a credited course, excluding courses for thesis and dissertation hours when the thesis or dissertation is sponsored pursuant to an agreement between an external sponsor and the University or an internal University sponsorship agreement;
 - 2.2.2.1.2 Intellectual Property created in connection with the Graduate Student's self-funded research, thesis, or dissertation, in the absence of a separate written agreement between the Graduate Student and University specifying Intellectual Property ownership; or
 - 2.2.2.1.3 Intellectual Property created as part of an extracurricular activity and without More than Incidental Use of University Resources is owned by the Graduate Student.
- 2.2.2.2 Intellectual Property created by a Graduate Student in the following circumstances is owned by the University:
 - 2.2.2.2.1 Intellectual Property created in connection with such Graduate Student's research, thesis, or dissertation that is sponsored pursuant to an agreement between an external sponsor and the University or an internal University sponsorship agreement, regardless of whether the research, thesis, or dissertation is for a credited course;
 - 2.2.2.2.2 Intellectual Property created as part of internal, third-party, or sponsored research or development activities;
 - 2.2.2.2.3 A Graduate Student creates Intellectual Property with More than Incidental Use of University Resources not associated with a credited course for which the Graduate Student is enrolled;
 - 2.2.2.2.4 A Graduate Student creates Intellectual Property as a Student-Employee of the University within the course and scope of the Graduate Student's employment, including teaching responsibilities; or



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2.2.2.2.5 As otherwise agreed to in writing by the University and the Graduate Student.

2.2.2.3 All Graduate Students shall, as is reasonably necessary, cooperate and execute any documents required to perfect the University's ownership of Intellectual Property.

2.2.3 **University Innovation Centers.** Intellectual Property conceived and first actually reduced to practice by a Student during the Student's use of University Innovation Centers is exempted from this Rule and shall be owned by the Student unless otherwise agreed to in writing by the University and Student.

SECTION 3: COPYRIGHT.

3.1 *Ownership by Employees and Students.*

3.1.1. Unless agreed otherwise by the University and Employee or Student, the Employee or Student shall retain copyright in scholarly, pedagogical, or artistic works, including, without limitation, textbooks, course materials, papers, journal articles, dissertations, novels, poems, musical compositions, works of popular nonfiction, dramatic works and other works of artistic expression, but not including computer software, to the extent such works are not Institutional Works.

3.1.2. However, pursuant to Section 2, patentable Intellectual Property including those described in papers, journal articles, and dissertations, are owned by the University.

3.2 ***University License to Employee and Student works.*** The University shall retain and is hereby granted by all Employees and Students a non-exclusive, irrevocable, worldwide, perpetual, paid up, and royalty free license, including the right to sub-license, to use such scholarly, pedagogical, or artistic works owned by the Employee or Student pursuant to Section 3.1 of this Rule for any non-commercial or commercial purpose.

3.3 ***Third Party Publisher.*** However, in the case of textbooks, novels, published collections of poems, works of popular nonfiction, scientific publications, and other published works of interest to the general consuming public published by a third-party publisher that the University desires to use or distribute, the University shall purchase or license such works from the third-party publisher at the prevailing rate for parties similarly situated to the University. Additionally, Employees must obtain appropriate approvals under Board of Governors Rule 1.4 – Ethics, Conflicts of Interest, and Outside Consulting Arrangements.

3.4 *Work Made For Hire.*

3.4.1 “Work made for hire” is a legal term defined in 17 U.S.C. § 101, *et seq.*, as “a work prepared by an employee within the scope of his or her employment;” or “a work that



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is specially ordered or commissioned for use as a contribution to a collective work, as part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.”

- 3.4.2 By law, where these works are created by a University Employee as a regular part of their duties, these works are automatically owned by the University. Works made for hire are works derived from defined tasks that fall outside the normal teaching and research mission of the University. Work that occurs within the normal scope of an Employee’s employment and in the teaching and research mission of the University will not be “work made for hire.”
- 3.4.3 To the extent copyright in scholarly, pedagogical, or artistic works are originally owned by the University upon creation of such works, the University may convey copyright in such works to the authors.

3.5 ***Institutional Works.***

- 3.5.1 Institutional Works means copyrightable works created for institutional purposes in the course of an Employee’s or Student’s employment, but not directed to the personal initiatives or field of study/research of the Employee or Student. Institutional Works include, but are not limited to, simultaneous or sequential contributions over time to course materials and course design used by multiple Employees or Students, University software, brochures, training programs, orientation or marketing materials.
- 3.5.2 All right title and interest in Institutional Works, including copyright, shall be owned by the University. Pursuant to the policies of this University for Employees and Students and the agreement between each Employee and the University, all Employees and Students have assigned or, if necessary, hereby assign their rights in Institutional Works to the University.
- 3.5.3 All Employees and Students agree to cooperate and execute any further documents necessary to perfect the University’s ownership of such Intellectual Property.

SECTION 4: MANAGEMENT AND ADMINISTRATION OF INTELLECTUAL PROPERTY .

- 4.1 ***Intellectual Property Management.*** In accordance with the affiliation agreement between the West Virginia University and the West Virginia University Research Corporation (“WVURC”), WVURC and its Office of Technology Transfer (“OTT”) shall be responsible for managing the transfer, licensing, ownership, and commercialization efforts of Intellectual Property on behalf of the University. Employees and Students should be



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kept informed by OTT of negotiations and the status of Intellectual Property that has been disclosed to OTT pursuant to this Rule.

4.1.1 **IP Disclosure Form.** All Employees and Students having created Intellectual Property that is owned by the University pursuant to Section 2 of this Rule, shall promptly fill out, execute and submit to OTT an Intellectual Property Disclosure and Assignment Form (“IP Disclosure Form”) upon creation, or invention of Intellectual Property. The IP Disclosure Form can be found at: <https://techtransfer.research.wvu.edu/forms>.

4.1.1.1 **Due Date.** Submission of the IP Disclosure Form must be completed either at least ninety (90) days before a Public Disclosure of the Intellectual Property or within one (1) month after the creation, or invention of such Intellectual Property, whichever is earlier.

4.1.1.2 **Updates to Disclosure.** In the event research, updates, revisions or changes of such Intellectual Property continue after initial submission of an IP Disclosure Form, Employees and Students must fill out, execute and submit an updated IP Disclosure Form within thirty (30) days after said research, updates, revisions, or changes to such Intellectual Property.

4.1.2 **Copyright Form.** In the case of copyrightable works, all Employees and Students having created copyrightable works that are owned by the University shall promptly fill out, execute, and submit to OTT a Copyright and Assignment Form (“Copyright Form”). The Copyright Form can be found at: <https://techtransfer.research.wvu.edu/forms>.

4.1.2.1 **Due Date.** Submission of the Copyright Form must be completed at least ninety (90) days before a Public Disclosure of the copyrightable work or within one (1) month after the creation of the copyrightable work.

4.1.2.2 If the President determines that the copyrightable work is a scholarly, pedagogical, or artistic work for which the University does not claim ownership pursuant to Section 3, OTT will waive in writing any assignment effected by way of the execution and submission of the Copyright Form and execute any further papers necessary to negate any such assignment by the Employee or Student to the University.

4.2 **Evaluation Period.** OTT will make all reasonable efforts to evaluate IP Disclosure Forms and/or Copyright Forms and to notify the Employees and Students having submitted the same of whether the WVURC, on behalf of the University, will pursue protection of the submitted Intellectual Property or whether the University will waive its right to such Intellectual Property within a reasonable time after receiving a completed IP Disclosure Form or Copyright Form. In the event the University waives its right to Intellectual Property



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and assigns it back to the inventor(s), pursuant to an agreement between the University and inventor(s), and the inventor(s) subsequently license or commercialize the Intellectual Property, the University shall receive 5% of the net sales received by the inventor(s) from all sources for the life of the license or commercialization arrangement plus a separate 15% of the net sales received by the inventor(s) until WVURC is reimbursed for its expenses incurred pursuing protection of the Intellectual Property.

- 4.3 ***Cooperation with OTT.*** Employees and Students shall, as is reasonably necessary, assist OTT in obtaining protection for submitted Intellectual Property, including, without limitation, cooperating in the review of literature and prior art related to the Intellectual Property, assisting outside counsel, and executing appropriate disclosures, assignments, declarations and other documents required to effectively establish, protect and set forth the ownership and rights of the University.
- 4.4 ***IP Protection.*** The right to determine the means and extent of legal protection, such as patent or copyright protection, for submitted Intellectual Property is within the sole discretion of WVURC and its OTT, as designated by the President.
- 4.5 ***IP Protection Costs.*** WVURC shall bear all costs associated with obtaining, managing, and enforcing such legal protection of Intellectual Property owned by the University.
- 4.6 ***IP Administration.*** No University Intellectual Property, including copyright, shall be assigned, licensed, sold or otherwise transferred without authorization from the President. Public Disclosure of Intellectual Property shall be withheld if, in the sole discretion of OTT, withholding of such Public Disclosure is necessary to secure patent protection for the Intellectual Property. The WVURC and its OTT has the right to transfer ownership of any Intellectual Property through this Rule without the prior authorization of an Employee or Student.
- 4.7 ***Request for Public Dedication.*** The inventors or creators of Intellectual Property, acting collectively where there is more than one, may request to place their Intellectual Property in the public domain if (i) the University and the collective inventors mutually agree that public dedication would be in the best interest of technology transfer; (ii) public dedication of the Intellectual Property does not violate the terms of any external, internal, or third-party sponsored agreement; and (iii) the University Provost's Office in consultation with OTT provides written approval of the public dedication request.
- 4.8 ***Failure to Comply.*** Any Employee or Student who fails to abide by the requirements within this Rule shall be subject to appropriate disciplinary action including, forfeiture of some or all of the Revenue owed under Section 5, warning, suspension, termination, or other disciplinary action as may be appropriate. Furthermore, although conduct may not violate this Rule, it may still be prohibited by the University under a different rule, policy, or standard of behavior. Accordingly, in such cases, the University reserves the ability to take any necessary action.



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SECTION 5: REVENUE AND RESEARCH EQUITY.

- 5.1 **Revenue Distribution.** Where the University has an ownership interest in Intellectual Property pursuant to this Rule, the following distribution of Revenue shall control:

Employee/Student:	40% of Net Proceeds
Department/Division:	10% of Net Proceeds
College/School:	10% of Net Proceeds
University:	40% of Net Proceeds

- 5.2 **Co-Creators Revenue Distribution.**

5.2.1 If more than one Employee or Student created the subject Intellectual Property, the 40% share of Net Proceeds shall be distributed according to the percentage contribution to the Intellectual Property by each Employee or Student as determined by the creators and as identified on the IP Disclosure Form or Copyright Form.

5.2.2 In the absence of such percentage of contribution on the IP Disclosure Form or Copyright Form, or, in the event it is determined that inventorship or creation of the Intellectual Property lies in part with an Employee or Student not named on the disclosure forms, the 40% share of Net Proceeds shall be determined pursuant to the Dispute Resolution process outlined in Section 7.

- 5.3 **Right to Modify.** The President may modify the distribution schedule or negotiate a different schedule distribution model for Employees or Students.

- 5.4 **Equity Interest.** OTT may negotiate, but shall not be obligated to negotiate, for equity interests in lieu of or in addition to royalty or monetary consideration as part of an agreement between the University and the Employee or Student. Any agreement between the University and the Employee or Student to accept equity interests in lieu of or in addition to royalty or monetary consideration or to sell or transfer such equity interests must be approved by the President.

- 5.5 **Equity Proceeds.** If monetary proceeds are generated by the sale of equity interests, those proceeds shall be distributed according to rules for Revenue distribution under Section 5.1 of this Rule.

SECTION 6: TRADEMARKS.

- 6.1 **University Marks.** To protect its name and the institution, the University has registered its own name and associated trademarks and service marks. The rights given to these trademarks, trade dress, and service mark registrations are maintained and managed by West Virginia University Brand and Trademark Licensing. The University reserves the right to



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control, commercialize, license, and protect the trademark, trade dress, and service marks of the University. The University exclusively owns all trademarks, service marks, and trade dress that it creates or commissions and uses to identify the University, its programs, goods, services, products, and property.

- 6.2 **Other Marks.** Outside of trademarks identifying the institution, the University may seek legal protection for trademarks that identify products and/or services that are offered by units of the University system. In the event that a trademark is designed for University use only, West Virginia University Brand and Trademark Licensing will maintain its rights to all trademarks and manage the legal protection of all trademarks.
- 6.3 **New Marks.**
- 6.3.1 **University Related.** If any University Employee or Student has a potentially new mark related to the University it must be submitted to West Virginia University Brand and Trademark Licensing for evaluation of marketability and licensing potential.
- 6.3.2 **Academic Unit.** If a potentially new mark is related to an academic unit, the West Virginia University Provost's Office will review and consider marketability and licensing potential in conjunction with West Virginia University Brand and Trademark Licensing.
- 6.3.3 **Innovation Centers.** All potentially new marks associated with a Student's use of the University Innovation Centers, and unrelated to University associated trademarks, trade dress, and service marks, must be submitted to the OTT for processing.

SECTION 7: DISPUTE RESOLUTION.

- 7.1 **Resolution by OTT.** If a dispute about a claim of ownership of Intellectual Property under this Rule arises, such dispute shall first be presented to OTT in the form of a letter setting forth the details of the dispute or issues to be resolved. The OTT will make efforts to address such dispute within a reasonable period of time.
- 7.2 **Appeal Process.** If the parties to the dispute are not satisfied with OTT's proposed resolution, the party may appeal in writing to the President. Such appeal shall be submitted by way of a letter setting forth the details of the dispute. The President shall designate a committee of neutral parties to resolve the issue. The committee's decision shall be final.
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SECTION 8: DEFINITIONS.

- 8.1 "Adjunct Faculty" is defined in BOG Faculty Rule 4.6 – Adjunct Faculty.
- 8.2 "Classified Employee" is defined in BOG Talent & Culture Rule 3.1 -- Administration and



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Employment Practices.

- 8.3 “Faculty” is defined in BOG Faculty Rule 4.2 – Appointment, Promotion, Tenure, and Dismissal for Cause.
- 8.4 “Graduate Student” means a Student primarily taking, auditing, or enrolled in “Graduate Courses,” as defined in BOG Academics Rule 2.5 – Student Rights and Responsibilities, either full-time or part-time.
- 8.5 “Information Technology Resources” is defined in BOG Rule 1.11 – Information Technology Resources and Governance.
- 8.6 “Innovation Centers” means the LaunchLab Applied Innovation Center in Morgantown, the Beckley LaunchLab at WVU Tech, the Brickstreet Center for Innovation and Entrepreneurship, and other University programs designed to encourage student businesses and entrepreneurship as specifically designated by the President. A list of Innovation Centers as specifically designated by the President will be released annually.
- 8.7 “Intellectual Property” means all forms of patented and unpatented inventions, improvements, discoveries, tangible research property, materials, copyrightable works, copyrightable software, copyrights, registered and unregistered trademarks, trade secrets, know how, methods, tests, information, data, research data and results, technology, machinery, hardware, algorithms, databases, source code, computer programs, on-line studies program materials and on-line study programs, trade names, and trade dress.
- 8.8 “More than Incidental Use of University Resources” means use of University Resources that is important to the creation of the Intellectual Property and that is not normally provided to the public without charge, or the use of funds administered by the University towards the creation of the Intellectual Property. More than Incidental Use of University Resources is use of specialized, research-related facilities, equipment or supplies provided by the University for academic purposes and use of on-the-job time. The occasional and infrequent use of the following would typically not constitute “More than Incidental Use of University Resources”: routinely available, office-type equipment, including desktop computers and commercially available software, as well as use of reference materials or other resources collected on the University campus which are generally available in non-University locations.
- 8.9 “Net Proceeds” means Revenue less all expenses paid or incurred by WVURC and the University in securing protection for the Intellectual Property and in the marketing, sale, transfer, licensing, exploitation, or commercialization of the Intellectual Property, including, without limitation, legal fees, governmental fees, advertising costs, and marketing firm fees.
- 8.10 “Non-Classified Employee” is defined in BOG Talent & Culture Rule 3.1 -- Administration and Employment Practices.



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- 8.11 “Post-Doctoral Staff” means a staff member with a doctorate degree that is remunerated or unpaid and conducting mentored research or scholarly training to advance professional skills.
- 8.12 “President” means the President of West Virginia University or his or her designee.
- 8.13 “Public Disclosure” means any non-confidential disclosure of Intellectual Property to any third-party outside of the University or WVURC, including without limitation, presentation at a symposium, discussion during a public panel, disclosure to a publishing agency or marketing firm, publication in a journal or magazine article, or any other non-confidential disclosure to or discussion with non-University personnel.
- 8.14 “Revenue” means any monetary proceeds, royalties or income derived from the sale, transfer, licensing, exploitation, or commercialization of Intellectual Property.
- 8.15 “Student” is defined in BOG Student Life Rule 6.1 – Student Rights and Responsibilities; Student Conduct.
- 8.16 “Student-Employee” means a Student who is also a University Employee acting within the scope of their employment.
- 8.17 “Undergraduate Student” means a Student primarily taking, auditing, or enrolled in “Undergraduate Courses,” as defined in BOG Academics Rule 2.5 – Student Rights and Responsibilities, either full-time or part-time.
- 8.18 “University Resources” means all tangible and intangible property and resources supplied by the University, including, without limitation, facilities, Information Technology Resources, space, University personnel, supplies, and University funds or funds administered by the University, including, without limitation, funds derived from outside grants, contributions, and research contracts.

SECTION 9: DELEGATION.ⁱ

- 9.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.
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SECTION 10: AUTHORITY.

- 10.1 W. Va. Code § 18B-2A-4 *et seq.*



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SECTION 11: SUPERSEDING PROVISIONS.

11.1 This Rule repeals and supersedes and replaces any internal University policy or procedure which relates to the subject matter contained within this Rule. This Rule also supersedes and replaces any rule of the Higher Education Policy Commission which relates to the subject matter contained within this Rule.

ⁱ The Board of Governors specifically delegates the authority to the University Vice President of Research to update any website links contained within this Rule without going through the Board's formal rulemaking procedures.

Recommendation: Approve



Board of Governors Rule

Governance
Responsible Unit: President's Office
Adopted: [Proposed: June 21, 2019]
Effective: TBD
Revision History: Prior BOG Policy 11
(originally effective November 8, 2002)
Review Date: September 2024

BOG GOVERNANCE RULE 1.8 FREEDOM OF EXPRESSION

SECTION 1: PURPOSE & SCOPE.

- 1.1 The West Virginia University Board of Governors acknowledges a First Amendment right of free speech and assembly and encourages open dialogue as an opportunity to expand the educational opportunities of our campus communities.
 - 1.2 This Rule applies to West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively the "University").
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SECTION 2: HIGHER EDUCATION AND THE FIRST AMENDMENT.

- 2.1 The primary function of higher education is to discover and disseminate knowledge by means of research, teaching and public service. To fulfill this function a free interchange of ideas is necessary within its walls and within the world beyond. It follows that the University must do everything it can to ensure within it the fullest degree of intellectual freedom.
 - 2.2 First Amendment rights must always be applied in light of the special characteristics of the higher education institutional environment. As in the case of other public facilities, a higher education institution may place reasonable restrictions on assemblies to protect safety and property, maintain normal operations, facilitate campus traffic, and the like. In order to protect the rights of participants and non-participants alike, as well as the core functions of the institution, reasonable restrictions on time, place, and manner of speech are appropriate and necessary.
 - 2.3 The University expects that persons engaging in expressive activities will demonstrate civility, concern for the safety of persons and property, respect for University activities, respect for those who may disagree with their message, and compliance with University rules and policies, as well as applicable local, state, and federal laws.
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SECTION 3: EXPRESSIVE ACTIVITIES.

- 3.1 Freedom of expression, including speech and any other activity not inconsistent with this Rule, is a campus right and subject only to reasonable content-neutral time, place and manner restrictions. The following is a non-exclusive list of expressive activities:
 - 3.1.1 Engaging in symbolic speech, including, among other things, silent protest, wearing expressive clothing, gesturing, or standing.
 - 3.1.2 Posting of signs on bulletin boards designated for public use.
 - 3.1.3 Distributing written or printed materials outdoors on the grounds outside of campus buildings.
 - 3.1.4 A Member of the University Community distributing written or printed materials inside of campus buildings.
 - 3.1.5 Assembling outdoors on grounds outside of campus buildings.
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SECTION 4: REASONABLE, CONTENT NEUTRAL LIMITATIONS.

- 4.1 *Time, Place, or Manner Restrictions.* To enable the University to function in a safe and secure manner and to advance the University's mission and objectives, the President may enact reasonable time, place and manner restrictions which are content neutral and narrowly tailored to serve a significant University or other governmental interest. The institution reserves the right to deny, cancel or postpone a reservation, or immediately terminate any ongoing activity that represents a violation of the time, place and manner provisions included in this section.
- 4.2 *No Right to Create a Hazard.* This Rule does not permit any group or individual to undertake any expressive activity that creates an imminent health or safety hazard.
 - 4.2.1 The use and presence of open flames on the grounds outside of campus buildings is prohibited except with prior approval by the President.
- 4.3 *No Right to Interfere, Impair, or Impede.* This Rule does not permit any group or individual to interfere with, impair or impede the following:
 - 4.3.1 The University's regularly scheduled classes, events, ceremonies or normal and essential operations.



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- 4.3.2 The flow of vehicular, bicycle, or pedestrian traffic in, around, or through the University's campuses or within any building.
- 4.3.3 The boarding or debarking of the PRT or other any other form of public transportation.
- 4.3.4 The ingress or egress from any building, parking structure, or driveway.
- 4.3.5 Within 75 feet of a campus health care facility, to knowingly approach within 8 feet of another person in order to pass a leaflet or handbill, display a sign, or engage in oral protest, education, symbolic speech or counseling, without that person's consent.
- 4.3.6 Any University event by blocking audience view, making sufficient noise to hamper a speaker or performance from being heard.
- 4.3.7 Any other person or group's lawful assembly or expressive activity, regardless of viewpoint.
- 4.4 *Advanced Reservations are Encouraged.* For the avoidance of doubt, the grounds outside of campus buildings are typically open to the public without a reservation; however, advance notice and a reservation is strongly encouraged in order to ensure that a particular location will available at a specific date and time. *See WVU BOG Administration and Finance Rule 5.5 - Facilities Use.*
- 4.5 *Compliance with Other Rules and Policies, and Laws.* Participants in expressive activities must comply with University rules and policies, as well as applicable local, state, and federal laws (e.g., no littering, no destruction of personal property, etc.).

SECTION 5: DEFINITIONS.

- 5.1 "Member(s) of the University Community" means, for purposes of this Rule, any individual who is a University student, employee, or volunteer, as well as any recognized student organization.
- 5.2 "President" means President of West Virginia University or his or her designee.

SECTION 6: DELEGATION.

- 6.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule.



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Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 7: AUTHORITY.

7.1 W. Va. Code § 18B-1-6.

SECTION 8: SUPERSEDING PROVISIONS.

8.1 This rule replaces Board of Governors Policy 11: Freedom of Expression and Use of Facilities, which was effective on November 8, 2002, and any rule of the Higher Education Policy Commission which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes and replaces any internal University policy or procedure which relates to the subject matter contained within this Rule.

Recommendation: Repeal & Relocate

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 11**

**FREEDOM OF EXPRESSION AND USE OF FACILITIES
West Virginia University and Regional Campuses**

Section 1. General

- 1.1 Scope – This policy shall apply to all non-commercial speech on the campuses of West Virginia University including the Main Campus, the Regional Campuses, and other facilities. (Commercial speech is regulated by the campus solicitation policies.)
- 1.2 Authority – West Virginia Code § 18B-1-6, Higher Education Policy Commission Series 4.
- 1.3 Effective Date – November 8, 2002

Section 2. Introduction

- 2.1 The primary function of higher education is to discover and disseminate knowledge by means of research, teaching and public service. To fulfill this function a free interchange of ideas is necessary within its walls and within the world beyond as well. It follows that the higher education institution must do everything it can to ensure within it the fullest degree of intellectual freedom. For these reasons, the West Virginia University Board of Governors recognizes the right of individuals to pursue their constitutional right of free speech and assembly, and welcomes open dialogue as an opportunity to expand the educational opportunities of our campus communities.
- 2.2 First Amendment rights must always be applied in light of the special characteristics of the higher education institutional environment. As in the case of other public facilities, a higher education institution may place reasonable restrictions on assemblies to protect safety and property, maintain normal operations, facilitate campus traffic, and the like. In order to protect the rights of participants and non-participants alike, as well as the core functions of the institution, reasonable restrictions on time, place, and manner of speech are appropriate and necessary.

Section 3. Freedom of Expression, including speech and any other activity not inconsistent with this policy, is a campus right and subject only to time, place and manner provisions found in Section 5. The following is a non-exclusive list of Freedom of Expression activities.

- 3.1 Symbolic speech, including, among other things, silent protest, wearing expressive clothing, gesturing or standing may be conducted anywhere.
- 3.2 Signs may be posted on bulletin boards designated for public use.
- 3.3 Written or printed materials may be distributed on the grounds outside of campus buildings. Only students, faculty, staff and campus recognized organizations and departments may distribute written or printed materials inside campus buildings, and such groups and individuals must obtain a reservation in accordance with campus reservation procedures.
- 3.4 Assemblies of persons may occur on any grounds on the campus outside of buildings. Outdoor assembly areas, as designated by each campus, may be reserved in advance for assemblies of persons with more than 50 participants^{*}. Students, faculty, staff and campus recognized organizations and departments that wish to assemble inside campus buildings must obtain a reservation in accordance with campus facility reservation procedures.
 - 3.4.1 Each campus shall designate outdoor assembly areas in size and configuration necessary to accommodate groups that desire to assemble.
 - 3.4.2 The outdoor assembly areas are open to the public and do not require advance reservation for use between 7:30 a.m. and 10 p.m. However, advance reservation is strongly encouraged in order to ensure that a location is available at a specific date and time. Reservations under this section, if any, are to be made in accordance with Section 4 of this policy.

Section 4. Reservations

- 4.1 An appropriate reservation procedure shall be instituted on each campus along with a list of the outdoor assembly areas and a provision allowing outdoor assembly areas to be reserved in advance for specific times and dates, with applications processed in the order in which they are received.

^{*} This number applies to the WVU Morgantown Campus and is based on the capacity of the assembly areas available on campus as well as security and safety concerns, for both participants and non-participants alike. Other campuses may designate their own number based on the distinctive characteristics of each campus.

Section 5. Time, place and manner provisions intended to protect participants and non-participants alike.

- 5.1 All University policies, local ordinances, state and federal laws must be followed.
- 5.2 Under this policy, no person may:
 - 5.2.1 Attempt or actually interfere with, impair or impede the institution's regularly scheduled classes, events, ceremonies or normal and essential operations.
 - 5.2.2 Interfere with, impede or cause blockage of the flow of vehicular or pedestrian traffic.
 - 5.2.3 Interfere with, impede or cause blockage of ingress or egress to or from any building.
 - 5.2.4 Willfully, negligently or recklessly commit any act likely to create an imminent health or safety hazard.
 - 5.2.5 Interfere with a University event by blocking audience view, make sufficient noise to hamper a speaker or performance from being heard or perform any other act disruptive to the event.
 - 5.2.6 Leave an area littered.
 - 5.2.7 Use voice or amplification systems resulting in noise levels that interfere with regularly scheduled classes, campus events or operations or interfere with sleep between 10 p.m. and 7:30 a.m. at the residence halls.
 - 5.2.8 Willfully, negligently or recklessly engage in destruction of property or physical harm to others.
 - 5.2.9 Within 75 feet of the entrance to any campus health care facility, knowingly approach within 8 feet of another person in order to pass a leaflet or handbill, display a sign, or engage in oral protest, education, symbolic speech or counseling with that person, without that person's consent.
- 5.3 The institution reserves the right to deny, cancel or postpone a reservation, or immediately terminate any ongoing activity that represents a violation of the time, place and manner provisions included in this section.
- 5.4 Individuals may face civil and/or criminal sanctions for violations of state, local or federal law.
- 5.5 Students and student organizations may be sanctioned in accordance with institutional policies covering violations.

Recommendation: Amend & Approve



Board of Governors Rule

Governance
Educational Materials
Responsible Unit: Provost's Office
Adopted: [Proposed: June 21, 2019]
Effective: TBD
Revision History: Prior BOG Policy 48:
Textbook Affordability (originally effective
February 4, 2011)
Review Date: September 2024

BOG GOVERNANCE RULE 1.12 EDUCATIONAL MATERIALS

SECTION 1: PURPOSE & SCOPE.

- 1.1 The purpose of this Rule is to ensure that appropriate, high quality, and affordable Educational Materials are selected for courses offered by the University. Accordingly, this Rule outlines the guiding principles for the selection, adoption, use, sale, and delivery of Educational Materials.
 - 1.2 The Rule applies to West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively the "University").
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SECTION 2: TEXTBOOK AND EDUCATIONAL MATERIALS COMMITTEE; REPORTING.

- 2.1 *Committee.* The President shall appoint an Educational Materials Committee ("Committee") which shall:
 - 2.1.1 Meet periodically, but at least annually.
 - 2.1.2 Advise the President and Board on Educational Materials affordability issues and initiatives.
 - 2.1.3 Consistent with Section 3 of this Rule, establish formal selection guidelines and periodically update the guidelines to address emerging technologies or new strategies which address the affordability of Educational Materials.
 - 2.1.4 Initiate educational opportunities regarding the affordability of Educational Materials and selection, including, but not limited to, open textbooks and open educational resources.



Board of Governors Governance Rule 1.12

- 2.2 **Reporting.** At least annually, the Board shall be provided with a summary report, for the prior fiscal year, regarding the progress of, and compliance with, the matters outlined in this Rule.

SECTION 3: SELECTION GUIDELINE REQUIREMENTS

- 3.1 The guidelines for the selection of Educational Materials shall, at a minimum:
- 3.1.1 Ensure appropriate, high quality course materials are selected by course instructors.
 - 3.1.2 Establish firm deadlines for the selection of Educational Materials so that students have timely access to affordable course materials.
 - 3.1.3 Ensure certain basic Educational Materials will be utilized for a reasonable number of consecutive years without new or updated editions being adopted, or selection of Educational Materials where earlier editions are easily and appropriately utilized in courses.
 - 3.1.4 Encourage and incentivize the use of emerging technologies, such as electronic textbooks, online textbooks, print-on-demand services, and other open source materials.
 - 3.1.5 Prohibit Employees from profiteering by requiring the purchase of one-time use materials (such as worksheets) or receiving payment or other consideration as an inducement for requiring students to purchase particular Education Materials.

SECTION 4: BOOKSTORE OPERATIONS AND INFORMATION AVAILABILITY

- 4.1 Each campus of the University shall have a bookstore, which may be operated by a vendor, and all moneys derived from the operation of a campus bookstore shall be handled in accordance with state law.
- 4.2 Campus bookstores should take reasonable steps to minimize the costs to students of purchasing Educational Materials, but in so doing, shall charge prices in accordance with state law.
- 4.3 When the selection process is complete, and Educational Materials are designated for order, the University, or its selected bookstore vendor, shall, in accordance with state and federal law, provide to students a listing of required or assigned Educational Materials for any course offered at the University.



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SECTION 5: DEFINITIONS.

- 5.1 “Educational Materials” means textbooks and other supplementary course materials that come at a cost to the student, regardless of format.
 - 5.2 “Employee” means any Faculty and Staff.
 - 5.3 “Faculty” is defined in BOG Faculty Rule 4.2 – Appointment, Promotion, Tenure, and Dismissal for Cause.
 - 5.4 “President” means President of West Virginia University or his or her designee.
 - 5.5 “Staff” means all Classified Employees and Non-Classified Employees, as defined in BOG Talent & Culture Rule 3.1 – Administration and Employment Practices.
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SECTION 6: DELEGATION.

- 6.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.
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SECTION 7: AUTHORITY.

- 7.1 W. Va. Code § 18B-1-6 and § 18B-10-14; Higher Education Opportunity Act, codified at 20 USCS § 1015b.
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SECTION 8: SUPERSEDING PROVISIONS.

- 8.1 This Rule supersedes and replaces; Higher Education Policy Commission (“HEPC”) Series 51 (W. Va. Code R. §§ 133-51-1 to -7), which was effective May 27, 2010; and any other rule of HEPC which relates to the subject matter contained within this Rule. This Rule also amends and replaces Board of Governors Policy 48: Textbook Affordability, which was effective on February 4, 2011, and any other internal University policy or procedure which relates to the subject matter contained within this Rule.

Recommendation: Amend as Governance Rule 1.12

**West Virginia University
Board of Governors
Policy 48**

TEXTBOOK AFFORDABILITY

Section 1. General

- 1.1. **Purpose.** – The purpose of this policy is to establish a process for the selection, adoption, use, and sale of textbooks and other supplementary course materials in compliance with the Higher Education Opportunity Act (“HEOA”), West Virginia Code §18B-10-14, and Higher Education Policy Commission (“HEPC”) Title 133, Series 51.
- 1.2. **Authority.** – The HEOA codified at 20 USCS § 1015b, W. Va. Code § 18B-10-14, HEPC Series 51 (133 WVCSR 51), and WVU BOG Policy #45.
- 1.3. **Scope.** – This policy shall apply to all units, colleges, and divisions under the jurisdiction of the West Virginia University Board of Governors (“Board”).
- 1.4. **Effective Date.** – February 4, 2011

Section 2. Policy

2.1 Textbook Affordability Committee

- 2.1.1 The President of West Virginia University (“University”) or his/her designee shall establish a permanent Textbook Affordability Committee (“Committee”) consisting of faculty, students, administrators and bookstore representatives which shall meet periodically, but at least annually, to advise the faculty senate, student government, administration, and Board on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.
- 2.1.2 The Board shall meet annually with the Committee to receive any recommendations or reports the Committee may have generated and copies of any such recommendations and reports shall be transmitted to the Chancellor of the HEPC (“Chancellor”).

2.2 Textbook Affordability Committee Duties

- 2.2.1 The Committee shall be responsible for developing guidelines for use by the faculty in the selection of textbooks and supplementary course materials that ensure both that 1) appropriate, high quality course materials are selected, and 2) give students timely access to the most affordable materials.

- 2.2.2 By November 1 of each year, the Committee shall report to the Chancellor, for the prior fiscal year, the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Section 2.4.1 of this policy.

2.3 Textbook Selection Guideline Requirements

- 2.3.1 The guidelines for textbook selection shall, at a minimum:
- 2.3.1.1 Commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted, or selection of basic textbooks where earlier editions are easily and appropriately utilized in the courses;
 - 2.3.1.2 Commit, to the maximum percent practicable, to the number of used books the bookstore will repurchase from students at the end of each semester and to a range of percentage repurchase prices based on the new textbook price;
 - 2.3.1.3 Provide firm deadlines, to the maximum extent practicable, for faculty to be assigned to courses and textbooks and course materials to be selected prior to each semester;
 - 2.3.1.3.1 For those deadlines not met, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester, to the maximum extent practicable;
 - 2.3.1.3.2 That mechanism should include, but is not limited to, such measures as default selection for certain textbooks, continuing to use the previous textbook, or having the chair or dean select the textbook. Any such textbook default selection must be strictly enforced and faculty shall not be allowed to change the selection.
 - 2.3.1.4 Provide that textbook publishers soliciting any employee of the Board to select textbooks or supplemental course materials provide that employee, in writing:
 - 2.3.1.4.1 The price of the textbook and supplemental course materials;
 - 2.3.1.4.2 The copyright dates of the three previous editions, if any;

- 2.3.1.4.3 A description of any substantial content revisions from the previous editions;
- 2.3.1.4.4 Whether the textbook is available in other lower cost formats and, if so, the price to the University and the general public;
- 2.3.1.4.5 The price of textbooks unbundled from supplemental course materials; and
- 2.3.1.4.6 The same information, to the extent practicable, for custom textbooks;
- 2.3.1.5 Provide that no employee shall select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 2.3.1.4 of this policy;
- 2.3.1.6 Prohibit any employee of the Board from requiring for any course a textbook that includes his or her own writing or work if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written in or removed from the textbook. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar materials which is published independently from the textbook; and
- 2.3.1.7 Prohibit any employee of the Board from receiving any payment, loan, subscription, advance, deposit or money, service benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course materials, provided, however, that an employee may receive royalties or other compensation for such sales that include the employee's own writing or work. An employee may also receive free sample copies, instructor's copies and instructional materials but may not resell those items.

2.4 Textbook Information Availability

- 2.4.1 A listing of all textbooks and materials selected and assigned prior to each semester shall be prominently posted immediately after such selection process is completed and the textbook and course materials are designated for order by the bookstore.
- 2.4.2 The listing shall be posted in a central location on campus communicated to the student body, on the electronic course schedule or through a link to the campus bookstore's website, in every campus bookstore, and on the University's website

prior to course enrollment each semester for all required or recommended textbooks and supplemental course materials.

- 2.4.3 The listing shall include the International Standard Book Number (ISBN) or if the ISBN number is not available, then the author, title, publisher and copyright date; edition number; retail price and any other relevant information regarding each textbook or supplemental course materials. If such disclosure is not practicable, then the designation shall be "To Be Determined."
- 2.4.4 Any written course schedule shall reference the information available on the electronic course schedule and include the internet address to obtain such material.
- 2.4.5 Any policies or provisions for the rental of textbooks, the purchase of used textbooks, textbook repurchase or buy back, and alternative content delivery programs shall be posted on the University's website or through a link to its bookstore's website and electronic course schedule.
- 2.4.6 The University will make available, as soon as practicable upon the request of the college bookstore, the University's course schedule for the subsequent academic period and for each course offered, the information required by Section 2.4.3 for each college textbook or supplemental course materials required or recommended, the number of students enrolled in such course, and the maximum student enrollment for the course.

2.5 Bookstore Operation

- 2.5.1 All moneys derived from the operation of the bookstore shall be paid into a special revenue fund as prescribed by section two, article two, chapter twelve of the West Virginia Code and shall first be used to replenish stock and then to pay operating and maintenance expenses of the bookstore.
- 2.5.2 All revenue the University receives from a private entity for bookstore operation shall be utilized for non-athletic scholarships.
- 2.5.3 Prices charged shall not be less than the prices fixed by fair trade agreements and include, in addition to the price paid by the bookstore, a handling charge to cover expenses incurred for personal and other services, supplies and equipment, storage, and operating expenses.

2.6 Policy Review

- 2.6.1 This policy shall be reevaluated periodically to comply with any future state and federal mandates.

Recommendation: Approve



Board of Governors Rule

Use of University Facilities
Responsible Unit: Strategic Initiatives
Adopted: [Proposed: June 2019]
Revision History: Prior BOG Policy 16
(Originally effective September 5, 2003); Prior
BOG Policy 18 (Originally effective June 3,
2011); Prior BOG Policy 19 (Originally
effective November 14, 2003)
Review Date: September 2024

BOG FINANCE AND ADMINISTRATION RULE 5.5 USE OF UNIVERSITY FACILITIES

SECTION 1: PURPOSE & SCOPE.

- 1.1 West Virginia University seeks to create a uniform process by which proposed uses of its Facilities are considered for approval to ensure that Facilities are used consistent with the University's mission and to avoid scheduling conflicts.
- 1.2 This Rule provides the guidelines for proper use of University Facilities, including the sale and possession of Alcoholic Beverages and the regulation of credit card solicitation and marketing within the premises and on the grounds of West Virginia University as required by W. Va. Code § 18B-14-10.
- 1.3 This Rule applies to any Facility under the control of West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively, the "University").

SECTION 2: ADMINISTRATION.

- 2.1 Facilities are intended to further the University's educational programs. Additionally, in its many aspects of service to the public, the University may permit the use of its Facilities to provide benefits to users otherwise not available in the community.
- 2.2 The President shall create, implement, and administer policies and procedures by which the University's Facilities are utilized. The policies and procedures shall establish a list of priorities regarding how Facilities will be allocated in the event of a scheduling conflict. The highest priority shall always be reserved for academic, administrative, student, and mission-related functions of the University. All policies and procedures developed according to this Rule must also be consistent with the University's Campus Facilities Plan developed under WVU BOG Finance and Administration Rule 5.4 – Campus Facilities Plan.



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- 2.3 The University is committed to protecting the free speech rights of its students, faculty, and staff. Accordingly, administration of this Rule and its implementing policies and procedures shall be done consistent with the First Amendment and BOG Governance Rule 1.8 – Freedom of Expression.

SECTION 3: POLICIES & PROCEDURES FOR THE USE OF UNIVERSITY FACILITIES.

- 3.1 ***Requirements.*** Any policy or procedure developed pursuant to this Rule shall incorporate the definitions, where applicable, and guidelines set forth in this Rule.
- 3.2 ***Public Outdoor Grounds & Assemblies.***
- 3.2.1 Assemblies of persons may occur on any public grounds on the campus. All outdoor grounds are public grounds, unless those areas are not generally open to the public, such as Athletic Fields. Outdoor assembly areas, as designated by the University, may be reserved in advance for assemblies of persons with more than 50 participants.
- 3.2.2 The University shall designate outdoor assembly areas in size and configuration necessary to accommodate groups that desire to assemble.
- 3.2.3 The outdoor assembly areas are open to the public and do not require advance reservation for use between 7:30 a.m. and 10 p.m. However, advance reservation is strongly encouraged in order to ensure that a location is available at a specific date and time.
- 3.2.4 An appropriate reservation procedure shall be instituted by the University along with a list of the outdoor assembly areas and a provision allowing outdoor assembly areas to be reserved in advance for specific times and dates, with applications processed in the order in which they are received.
- 3.3 ***Indoor Assemblies & Distribution of Materials.*** Students, faculty, staff, and campus recognized organizations and departments that wish to assemble inside campus buildings must obtain a reservation in accordance with campus facility reservation procedures. Only students, faculty, staff, and campus recognized organizations and departments may distribute written or printed materials inside campus buildings, and such groups and individuals must obtain a reservation in accordance with campus reservation procedures.
- 3.4 ***Facilities (Non-Public Grounds)***
- 3.4.1 The University recognizes the need for, and permits the use of, Facilities which may provide benefits otherwise not available in the community. Accordingly, Facilities



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that are not public grounds may be made available through policies and procedures developed by the President for reservations.

- 3.4.2 The policies and procedures should identify the University's Facilities and individuals tasked with managing them. There may be fees associated with the reservation of any Facility which shall be based on content-neutral criteria, including the anticipated attendance and maintenance, staffing, cleaning and equipment requirements. Any use of a Facility that requires security, EMS, fire or other safety staffing will be the responsibility of the user.
- 3.4.3 The policies and procedures developed pursuant to this Rule shall establish a process by which the University will consider an External User's proposed event.
 - 3.4.3.1 The Facilities made available to External Users of Facilities, if any, should be of a nature that is unique or generally not otherwise available to the community.
 - 3.4.3.2 An External User that desires to use a University facility must have a Campus Sponsor.
 - 3.4.3.3 An External User that desires to use a Facility must provide proof of insurance adequate to protect the University, as determined in consultation with the University's Risk Manager, unless this provision is waived in writing by a person at the University with the authority to execute such a waiver.
 - 3.4.3.4 An External User that desires to use a Facility must execute a University-approved Facility use agreement. All External Facility use agreements shall be executed by, (1) the External User, (2) the Campus Sponsor, and (3) the relevant Facility manager.
- 3.4.4 All monetary charges for the use of Facilities shall be sufficient to, at a minimum, cover all identifiable direct and indirect costs. At the University's discretion, it may waive costs for External Users that are nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems. All such monetary charges must be reasonable, assessed equally to similar External Users, and be published in advance.
- 3.5 ***Use of Facilities by an Employee or Unit for Nontraditional Programs.*** To encourage the various colleges and universities to extend their offerings, the Board permits its Facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. Per the purposes of this Rule, these programs are referred to as Nontraditional Programs. In those limited circumstances and subject to



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other Board Rules or University Policies and Procedures, the following guidelines will apply for these Nontraditional Programs.

- 3.5.1 University faculty and staff members who are authorized by the terms of their employment or receive express approval by their respective supervisor or Dean to conduct Nontraditional Programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: (1) extra compensation for the activity be paid from funds other than state appropriations allocated by the Board of Governors; and (2) the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with other institutional rules and policies and, where twelve (12) month employees are involved, annual leave is taken. Institutional officials will be responsible for approval of employees' participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time.
- 3.5.2 All revenues and expenditures shall be handled by the business office of the campus unit involved. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the University may be deducted from revenues; however, the University may require that a deposit be made in advance for such services.
- 3.5.3 Where applicable, an agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the President. This agreement shall establish the responsibilities of the University and the sponsor, including detailed financial obligations to the University from revenues. All agreements must ensure that the University will receive reimbursement for all identifiable direct and indirect costs.
- 3.5.4 Nontraditional Programs must be sponsored by the University and have adequate insurance. The name to be used for the program is left to the discretion of the University.
- 3.5.5 All personnel receiving compensation for involvement in the Nontraditional Programs must be paid on a regular state payroll or other approved service agreement (e.g., a standard WV-48 or -48A).
- 3.5.6 All publicity must indicate that checks for payment of fees are to be made payable to the University and not to an individual or outside organization.



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SECTION 4: ALCOHOLIC BEVERAGES.

- 4.1 The possession or sale of Alcoholic Beverages is prohibited on or in University Facilities, including student housing, except as provided below:
 - 4.1.1 The possession or sale of Alcoholic Beverages is permissible on or in properly licensed property or Facilities.
 - 4.2.1 Subject to other applicable laws, Alcoholic Beverages are permissible in dwellings occupied as private residences, including University-owned apartments.
 - 4.3.1 The possession or sale of Alcoholic Beverages at a Facility may be authorized by the President on a case-by-case basis consistent with the following guidelines:
 - 4.3.1.1 Alcoholic Beverages shall never be the primary reason for a gathering.
 - 4.3.1.2 The majority of persons in attendance must be of legal drinking age.
 - 4.3.1.3 No person under the legal drinking age will be served.
 - 4.3.1.4 Non-alcoholic beverages and food must be served.
 - 4.3.1.5 No person under the age of eighteen (18) may serve Alcoholic Beverages. Servers of Alcoholic Beverages must be appropriately trained to adhere to all laws and regulations regarding the services thereof.
 - 4.3.1.6 No state funds may be used to purchase Alcoholic Beverages.
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SECTION 5: COMMERCIAL USE OF FACILITIES AND SOLICITATION, INCLUDING CREDIT CARDS.

- 5.1 All Commercial Sales, Solicitations, Advertising, and Other Commercial Activity including, Credit Card Activities, on property under the jurisdiction of the University is prohibited except by organizations and groups directly connected with the University and upon written approval of the President or pursuant to a written contract or agreement with the University.
 - 5.1.1 If Credit Card Activities do occur, the offering of any tangible gifts in exchange for completing a credit card application is prohibited and no application for the extension of debt through a credit card may be available unless the application is accompanied by credit card education brochure.
- 5.2 Student contact information is not a public record and therefore specific requests for such



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information will not be disclosed under the W. Va. Freedom of Information Act, including, but not limited to, for the purpose of soliciting applications for credit cards.

- 5.3 Credit card debt education should be incorporated into orientation programs offered to new students.

SECTION 6: DELEGATION.

- 6.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Rule. Any action taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 7: AUTHORITY.

- 7.1 W. Va. Code § 18B-1-6, § 18B-2A-4; § 18B-14-10.

SECTION 8: DEFINITIONS.

- 8.1 “Alcoholic Beverages” means, for purposes of this Rule, beer, wine, or other alcoholic beverages.
- 8.2 “Campus Sponsor” means any University employee working within the course or scope of his or her employment, any University department or unit, or any University recognized student organization with the approval of the Office of Student Engagement and Leadership or successor unit.
- 8.3 “Commercial Sales, Solicitations, and Other Commercial Activity” means any activity whose purpose is to inform, induce, or encourage individuals or groups to purchase, rent, lease, or use any goods or services or to participate in some commercial enterprise.
- 8.4 “Credit Card Activities” means solicit credit card applications or conduct any other activity in connection with such solicitation.
- 8.5 “External User” means, for purposes of this Rule, an individual or entity that is not a Campus Sponsor.
- 8.6 “Facility” means, for purposes of this Rule, all buildings and structures, grounds, sidewalks, recreation areas, and streets owned by the Board of Governors or its predecessor, and any such areas considered to be part of the campus of the University.



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- 8.7 “President” means, for purposes of this Rule, President of West Virginia University or his or her designee.
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SECTION 9: SUPERSEDING PROVISIONS.

- 9.1 This Rule replaces Board of Governors Policy 16: Use of Institutional Facilities, which was made effective on September 5, 2003, Board of Governors Policy 18: Alcoholic Beverages On the Campuses, which was made effective June 3, 2011, and Board of Governors Policy 19: Regulation of Credit Card Solicitation and Marketing and any rule of the Higher Education Policy Commission with relates to the subject matter contained within this Rule. This Rule also repeals and supersedes and replaces any internal University policy or procedure which relates to the subject matter contained within this Rule.

Recommendation: Repeal & Relocate

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 16**

**USE OF INSTITUTIONAL FACILITIES
West Virginia University and its Regional Campuses
(Including the Administratively Linked C&TC at WVUIT)**

Section 1. General.

- 1.1. Scope. -- This rule governs use of institutional facilities by persons or groups.
- 1.2. Authority. -- W. Va. Code §18B-1-6, §18B-2A-4
- 1.3. Effective Date. – September 5, 2003

Section 2. Policy Introduction.

- 2.1. Facilities of institutions under the governance of the West Virginia University Board of Governors are intended for use in the conduct of its educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions at each institution.
- 2.2. In its many aspects of service to the public, the Board of Governors also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

Section 3. Use by Off-Campus Groups or Individuals (Nonstate Employee).

- 3.1. It is the policy of the Board of Governors to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the colleges and universities of the State. The community use of a college or university facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to noncampus groups will tend to be of a nature which is unique in the community.
- 3.2. Use of campus facilities by noncampus individuals or organizations will be permitted within the following guidelines:
 - (a) Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution;
 - (b) The nature of the activities of the noncampus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances

must be obeyed. While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States;

- (c) A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the campus sponsor and also be signed by a responsible officer of the noncampus organization desiring to use a campus facility;
- (d) All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived. An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the institutions.

Section 4. Use by Campus Groups for Nontraditional Programs (State Employee).

4.1. To encourage the various colleges and universities to extend their offerings, it shall be the Board's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:

- (a) Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: (a) extra compensation for the activity be paid from funds other than state appropriations allocated by the Board of Governors; and (b) the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with institutional policy and, where twelve (12) month employees are involved, annual leave is taken. Institutional officials will be responsible for approval of employees'

participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time;

- (b) All revenues and expenditures shall be handled by the business office of the institution or the business office of the campus unit involved. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the institution may be deducted from revenues; however, the institution may require that a deposit be made in advance for such services;
- (c) A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the President of the institution or his designee. Said agreement shall establish the responsibilities of the institution and the sponsor, including detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all identifiable direct and indirect costs;
- (d) Programs must be sponsored by the institution. The name to be used for the program is left to the discretion of the institution;
- (e) All personnel receiving compensation for involvement in the programs must be paid on a regular state payroll or a standard 48 or 48-A service agreement, as prescribed by the original contract agreement;
- (f) All publicity must indicate that checks for payment of fees are to be made payable to the institution and not to an individual or outside organization;
- (g) Adequate insurance must be underwritten by the sponsors of the program.

Section -5. Selling of Articles on College or University Campuses.

- 5.1 All solicitation and selling of products and articles upon property under the jurisdiction of the West Virginia University Board of Governors is prohibited except by organizations and groups directly connected with the institutions and upon written approval of the respective president or his designee.

Section 6. General.

- 6.1. The institutional president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used by each institution, along with any other forms needed to execute this policy.
- 6.2. It is not the intent of this policy to cover noncredit instruction offerings

Recommendation: Repeal & Relocate

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 18**

ALCOHOLIC BEVERAGES ON THE CAMPUSES

Section 1. General.

- 1.1. Scope. -- This rule establishes guidelines relating to the possession or sale of beer, wine or other alcoholic beverages on the West Virginia University campuses.
- 1.2. Authority. -- W. Va. Code § 18B-1-6
- 1.3. Effective Date. -- June 3, 2011

Section 2. Purpose.

- 2.1. It is not the purpose of this rule to promote or condone the possession or sale of beer, wine or other alcoholic beverages on or in West Virginia University Board of Governors' property or facilities but to regulate such possession or sale within strict guidelines.

Section 3. Requirements.

- 3.1. The possession or sale of beer, wine or other alcoholic beverages is prohibited on or in property or facilities (including student housing) of the West Virginia University Board of Governors except as hereafter provided:
 - 3.1.1. The possession or sale of beer, wine or other alcoholic beverages on or in properly licensed premises;
 - 3.1.2. In dwellings located thereon and occupied as a family residence; or
 - 3.1.3. Where the serving or possession of wine, beer or other alcoholic beverages is approved by the institutional president or the institutional president's designee, on a case by case basis consistent with the following rules:
 - 3.1.3.a. Wine, beer or other alcoholic beverages will never be the primary reason for the gathering.
 - 3.1.3.b. The preponderance of those attending must be of legal drinking age.
 - 3.1.3.c. No person under the legal drinking age will be served.
 - 3.1.3.d. Alternative non-alcoholic beverages and food will be served.

- 3.1.3.e. No person under the age of eighteen (18) will be allowed to serve wine, beer or other alcoholic beverages, and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer or other alcoholic beverages.
- 3.1.3.f. No state funds will be used to purchase wine, beer or other alcoholic beverages.

Recommendation: Repeal & Relocate

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY # 19**

**REGULATION OF CREDIT CARD SOLICITATION AND MARKETING
West Virginia University and its Regional Campuses**

Section 1. General.

- 1.1. Scope. Rule regarding the regulation of credit card solicitation and marketing within the premises and on the grounds of West Virginia University and/or its regional campuses (collectively, “WVU”).
- 1.2. Authority. W. Va. Code Chapter 18B-14-10, Chapter 18B-1-6.
- 1.3. Effective Date. November 14, 2003

Section 2. Credit Card Vendor Presence On-Campus.

- 2.1. No person, corporation, financial institution or any other business entity that promotes, offers or accepts applications for a credit card (a “Credit Card Vendor”) shall solicit credit card applications, or conduct any other activity in connection therewith (collectively, the “Activities”), through or with WVU student organizations, within the premises and on the grounds of WVU.
- 2.2. Notwithstanding sub-section 2.1 above, any Credit Card Vendor may undertake, or engage in, any of the Activities within the premises and on the grounds of WVU, provided the same are in compliance with all of the provisions set forth below.
- 2.3. Before undertaking, or engaging in, any of the Activities within the premises and on the grounds of WVU, and as a precondition thereto, any Credit Card Vendor must register with, and execute and sign an agreement provided by, WVU, acknowledging, and agreeing to abide by, WVU rules and regulations, which rules and regulations may change, from time to time, at the discretion of WVU, as well as any applicable local, state and federal laws.
- 2.4. A Credit Card Vendor’s failure to comply with any of the provisions set forth herein, or any other WVU rules and regulations, will result in the immediate forfeit of all rights and privileges previously granted by WVU to such Credit Card Vendor.

Section 3. Credit Card Solicitation On-Campus.

- 3.1. A Credit Card Vendor may undertake, or engage in, any of the Activities at and during the student services days event at the beginning of an academic year (an “Event”) in any WVU campus that holds such an Event.
- 3.2. Except as specifically set forth in sub-section 3.1 above, a Credit Card Vendor may undertake, or engage in, any of the Activities only within the premises and on the grounds designated by each WVU campus.
- 3.3. For any given academic year, a Credit Card Vendor interested in undertaking, or engaging in, any of the Activities at an Event must make prior arrangements with WVU for participation in such Event. Likewise, for any given semester, a Credit Card Vendor interested in undertaking, or engaging in, any of the Activities in one of the designated areas must make prior arrangements with WVU for use of one of the areas, to the extent available and in the manner dictated by WVU.
- 3.4. In connection with sub-section 3.3 above, a Credit Card Vendor must pay, before commencement of the academic year or semester, as the case may be, a fee to be assessed by WVU to cover costs associated with an Event or the designated area, as the case may be, and the activities related thereto.

Section 4. Credit Card Marketing On-Campus.

- 4.1. A Credit Card Vendor shall not undertake, or engage in, marketing related to any of the Activities within the premises and on the grounds of WVU, outside its assigned area.
- 4.2. A Credit Card Vendor shall not accost students or any other person within the premises and on the grounds of WVU, in any way, shape or form.
- 4.3. A Credit Card Vendor shall not offer tangible gifts, or other free incentives, to students or any other person within the premises and on the grounds of WVU in connection with, or as part of, any of the Activities unless express approval has been granted by (1) the Alumni Association President and the Chief Executive Officer of the Alumni Association, and (2) West Virginia University’s Vice President of Student Affairs.
- 4.4. A Credit Card Vendor shall provide a credit card debt education brochure, or other such information, authored by WVU, or its authorized designee, to each student or other person to whom it extends a credit card application within the premises and on the grounds of WVU, and at the same time that it does so.

Section 5. Credit Card Education On-Campus.

- 5.1. All new students and newly transferred students are required to take a WVU orientation class ("University 101" or an approved substitute course) during their first semester at WVU. All students enrolled in the course will have as required reading a chapter on financial matters, including credit card management. They can hear a presentation on financial management during one of the many different sessions offered during the semester. A significant portion of each financial management session will be devoted to credit card education. Each student will be tested and required to pass the course.

Recommendation: Amend & Approve



Board of Governors Rule

Finance and Administration
Regulation of Parking, Transportation, and Fleet
Responsible Unit: Transportation and Parking
Adopted: [Proposed: June 21, 2019]
Revision History: Prior BOG Policy 28
(Originally effective August 31, 2007)
Review Date: April 2024

BOG FINANCE AND ADMINISTRATION RULE 5.7 REGULATION OF PARKING, TRANSPORTATION, AND FLEET

SECTION 1: PURPOSE & SCOPE.

- 1.1 West Virginia University shall provide safe, efficient, and orderly parking, transportation, and fleet management for all students, employees, and other Members of the University Community.
 - 1.2 This Rule applies to West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively the “University”).
-

SECTION 2: PARKING MANAGEMENT.

- 2.1 The President is responsible for the oversight, management, and enforcement of parking at the University.
- 2.2 *Parking Management.*
 - 2.2.1 The President shall establish guidelines, policies, and procedures for the management, issuance, use, and revocation of parking permits for Members of the University Community.
 - 2.2.2 Parking lots shall be numbered or otherwise named. If a parking area’s use is restricted to only certain permitted vehicles, any restrictions shall be clearly posted at the ingress of each parking area.
 - 2.2.3 The President shall establish and make available to Members of the University Community guidelines, policies, and procedures for the establishment, management, and enforcement of Americans with Disabilities Act (“ADA”) accessible parking, which shall comply with the ADA and all other applicable laws and regulations.
 - 2.2.4 Appropriate charges may be levied for parking in certain designated parking facilities as determined by the President. Parking charges may vary by location and parking facility type (e.g., permit, short-term, surface lot, or garage).



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2.3 ***Parking Enforcement.***

- 2.3.1 Stealing, altering, or manufacturing parking permits for the purpose of obtaining parking services under false pretenses is prohibited.
- 2.3.2 The University shall be authorized to issue citations and assess and collect fines for violations of parking regulations created under this Rule and under applicable law. The rates of such fines shall be set by the President. The President shall establish an appeal process to contest citations and fines.
 - 2.3.2.1 A citation shall serve as the first and only notification of a parking violation. The individual associated with the relevant parking permit of the cited vehicle or the registered owner of the cited vehicle is responsible for resolving all aspects of the violation.
 - 2.3.2.2 Parking violations shall include the date in which a response, whether by payment or appeal, is due. Failure to pay outstanding fines may result in penalties as established by the President in accordance with applicable law.
 - 2.3.2.3 University funds may not be used for the payment of parking violations.
- 2.3.3 The University shall have the authority to tow and impound vehicles. The President shall establish and make available to Members of the University Community guidelines, policies, and procedures for towing and impounding vehicles. These guidelines, policies, and procedures shall comply with W. Va. Code 38-11-1, *et seq.* and provide for authorized reasons to tow, methods for identifying vehicles subject to towing, proper storage of towed vehicles, and collection of payment to satisfy issued liens.

2.4 ***Information Publicly Available.*** The University shall establish a publicly available website that includes the following information:

- 2.4.1 Maps of its parking facility locations, including information regarding parking facility type, parking rates, hours and restrictions;
- 2.4.2 Procedures for obtaining parking permits, including permits to utilize ADA compliant parking spaces on campus;
- 2.4.3 Parking regulations and enforcement of same;
- 2.4.4 Instructions to pay or appeal a parking citation;
- 2.4.5 Guidance regarding refunds for permits that are surrendered before they have expired; and



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2.4.6 Information regarding towing and claiming an impounded vehicle.

- 2.5 The University assumes no responsibility for vehicles or their contents for damage, theft, or loss of property at any time while the vehicle is parked, legally or illegally, on University property. The owner of a vehicle parked on University property, legally or illegally, assumes all risk and responsibility for damage, theft, or loss of property to the vehicle, or the contents of the vehicle, while the vehicle is parked on University property.

SECTION 3: TRANSPORTATION.

- 3.1. The President is responsible for the oversight and management of University provided transportation.
- 3.2. The President shall establish and make available to Members of the University Community guidelines, policies, and procedures for the use of the PRT and the University bus system by Members of the University Community. Violations of those guidelines, policies, and procedures shall be treated as a violation of this Rule.
- 3.3. The University shall make available transportation services for Members of the University Community that have a qualified disability as defined in the ADA. The President shall establish guidelines, policies, and procedures for the operation of these transportation services, which shall comply with the ADA and all other applicable laws.
- 3.4. The President shall work in conjunction with the Mountain Line Transit Authority to establish all necessary guidelines, policies, and procedures for the use of the Mountain Line Transit Authority bus system by Members of the University Community.

SECTION 4: FLEET MANAGEMENT.

- 4.1. The President is responsible for the oversight and management of all University Owned Vehicles.
- 4.2. The President shall establish guidelines, policies, and procedures for the oversight, management, and use of all University Owned Vehicles. The President shall appoint a University Fleet Manager and shall establish guidelines, policies, and procedures that comply with W. Va. Code § 5A-1-1, *et seq.* and W. Va. Code of State Rules § 148-3-1, *et seq.*
- 4.3. University Owned Vehicles shall be used solely for official state business and operated only by authorized Employees. The use must reasonably accomplish the business objectives of the University. The use of a University Owned Vehicle is reasonable if the



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offsetting advantage or value to the University will surpass the actual costs for providing and operating the University Owned Vehicle. Each University Owned Vehicle shall be assigned to a specific University department

- 4.4. Where appropriate and consistent with BOG Rule 5.9 – Travel, Privately Owned Vehicles may be used for University business by Employees, subject to approval by that Employee’s supervisor.
- 4.5. Each University department is responsible for managing and tracking the use of their assigned University Owned Vehicles. The department must track mileage, gas usage, and maintenance costs and report that information to the Fleet Manager monthly.
- 4.6. Departments must prioritize the use of University resources when its University Owned Vehicles require refueling or maintenance. Unless impractical given the circumstances, University Owned Vehicles must be refueled at University owned refueling stations and all maintenance should be provided by University Employees at University maintenance facilities. Departments are required to obtain yearly inspections at University owned maintenance facilities.
- 4.7. The President, in conjunction with the Procurement, Contracting and Payment Systems Department, shall develop guidelines, policies, and procedures for the management and use of state issued Fleet Cards in University Owned Vehicles. Use of Fleet Cards for refueling of Privately Owned Vehicles or rented vehicles is expressly prohibited.
- 4.8. The President reserves the right to remove any Employee’s authorization to use University Owned Vehicles.

SECTION 5: CORRECTIVE ACTIONS FOR VIOLATIONS OF THIS RULE.

- 5.1. Any Member of the University Community who fails to abide by the requirements within this Rule shall be subject to appropriate disciplinary action, including warning, suspension, termination, or other disciplinary action as may be appropriate.
- 5.2. Furthermore, although conduct may not violate this Rule, it may still be prohibited by the University under a different rule, policy, or standard of behavior. Accordingly, in such cases, the University reserves the ability to take any necessary action.

SECTION 6: DEFINITIONS.

- 6.1 “Employee” means any Faculty and Staff.
- 6.2 “Faculty” is defined in BOG Faculty Rule 4.2 – Appointment, Promotion, Tenure, and Dismissal for Cause.



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- 6.3 “Fleet Card” means any purchase card that has its use limited, by the University or State of West Virginia, to purchasing fuel, maintenance, and other services solely for the benefit of University Owned Vehicles.
- 6.4 “Member of the University Community” means (i) an individual engaged in any University activity or program, whether on or off campus; (ii) any individual lawfully on University property; (iii) any individual that is a University Student, Faculty, Staff, University official, University volunteer, or a University visitor; and (iv) any vendor or contractor, including that vendor’s or contractor’s employees and independent contractors, who are working on campus.
- 6.5 “President” means the President or their designee.
- 6.6 “Privately Owned Vehicle” means a vehicle owned by an Employee that is used as a personal vehicle by that Employee.
- 6.7 “PRT” means the Personal Rapid Transit system.
- 6.8 “Staff” means Classified and Non-Classified Staff as defined in Talent & Culture Rule 3.1 – Administration and Employment Practices.
- 6.9 “Student” is defined in BOG Student Life Rule 6.1 – Student Rights and Responsibilities; Student Conduct.
- 6.10 “University Owned Vehicle” means a vehicle owned by the University and used to conduct state business or otherwise accomplish the University’s goals.

SECTION 7: DELEGATION.

- 7.1. The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 8: AUTHORITY.

- 8.1 W. Va. Code § 18B-4-6; W. Va. Code § 18B-10-15

SECTION 9: SUPERSEDING PROVISIONS.



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This Rule supersedes and replaces former Board of Governors Policy 28, which was originally adopted on August 31, 2007. It also supersedes and replaces any Higher Education Policy Commission rule which relates to the subject matter contained within this Rule.

Recommendation: Amend as BOG Finance & Administration Rule 5.7

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 28**

**REGULATION OF PARKING AND TRAFFIC
West Virginia University and Its Regional Campuses**

Section 1: General

- 1.1 Scope. Rule regarding the regulation of parking and traffic at West Virginia University and its regional campuses (each individually, a “campus”, and collectively, the “WVU campuses”), including divisions.
- 1.2 Authority. W. Va. Code § 18B-4-6
- 1.3 Effective Date. August 31, 2007

Section 2: Parking and Transportation Procedures

- 2.1 West Virginia University and its regional campuses shall each establish a set of campus policies and procedures consistent with this Policy and applicable law, which shall be set forth in a parking and transportation guide or similar publication that shall be available on the campus’s public web site and in printed form at a central location. The guide will include, without limitation, maps of all parking lots, rates, hours, and restrictions, procedures for obtaining parking permits, appealing a citation, paying a citation, claiming an impounded vehicle, obtaining temporary or visitor permits, schedules for university transportation and related services, and such other provisions as may be appropriate to effectuate the purposes and provisions of this Policy. Any changes to campus policies and procedures must be publicized by appropriate means prior to implementation and, to the extent applicable, comply with the requirements of West Virginia Code Section 18B-1-6.

Section 3: Parking Management

- 3.1 Parking: General
 - 3.1.1 The Board of Governors requires West Virginia University and its regional campuses to provide orderly parking for faculty, staff, students, and visitors, to protect pedestrians and assure access to all buildings and parking areas for fire fighting and other emergency equipment. Each campus shall have a designated campus official who

is charged with development and enforcement of campus policies and procedures.

- 3.1.2 Each campus may provide for any or all of the following:
 - 3.1.2.a Long-term lots and short-term lots, including hourly lots, which will be marked and an up-to-date map kept by the campus parking office;
 - 3.1.2.b Visitor parking, where “visitor” is defined as a person who is not a faculty, other employee or student;
 - 3.1.2.c Designated free parking locations;
 - 3.1.2.d Disability parking in compliance with Section 5 of this policy, below, and applicable law;
 - 3.1.2.e Temporary and special event parking; and
 - 3.1.2.f Permit parking, for which the University may charge a fee, or metered or similar parking, for designated lots, including, where determined by the campus, lots requiring permits for only certain times of the day. Parking fees for both short-term and long-term lots may vary by location.
- 3.1.3 Parking lots shall be numbered or otherwise named and special restrictions will be posted clearly at the entrance(s) to each parking area, as well as on the parking office web site and available in printed form at the campus parking office.
- 3.1.4 WVU and its regional campuses shall assume no responsibility for vehicles and/or protection of vehicles or their contents from third party damages at any time while they are parked, legally or illegally, on University property.

3.2 Parking Permits

- 3.2.1 Eligibility and Issuance: Faculty, staff, and students are eligible to apply for a permit. Each campus may provide that permits will not be issued or renewed to persons with outstanding fines owed to that campus. The Parking and Transportation Guide will provide for specific instruction about the permit application process.
- 3.2.2 Use of Permits: Each campus shall establish procedures for the issuance and use of permits, including, without limitation, the permit application and renewal process; permit fees; use and display of permits; and issuance of disability permits in compliance with the Americans with Disabilities Act and all other applicable law. Permit renewal procedures may be on an annual or more frequent basis, and may distinguish between students and faculty and staff. Each campus shall provide timely notice of renewal deadlines and processes.

- 3.2.3 Temporary and nonrecurring business: Each campus may assign permits for specific lots, and may issue permits allowing access to more than one lot, whether on a time-limited or unlimited basis. Determination of how lot access is assigned shall be left to the designated official, who shall make such determinations based on required travel within campus, frequency of travel within and outside of campus, work hours and safety, among other considerations. Abuse of these inter-campus parking privileges may result in fines and/or suspension of the parking permit.
 - 3.2.4 Permits are nontransferable. The campus parking office may specify that permits purchased by individuals departing WVU or one of its regional campuses may not be given or sold to another.
 - 3.2.5 Fraudulent Use: Each campus may provide that stealing, altering, or manufacturing parking permits for the purpose of obtaining parking services under false pretenses is considered a violation and subject to a fine and/or prosecution.
 - 3.2.6 Payment: Procedures shall establish acceptable methods of payment, which may include, as appropriate, cash, credit, or debit cards, check, and payroll deduction in accordance with applicable laws.
 - 3.2.7 Refunds: Procedures for each campus shall specify the circumstances, if any, under which refunds shall be granted for parking permit fees; provided, however, that the procedures shall provide a mechanism for a permit holder to stop payroll deductions or similar periodic automatic payment methods when the permit issued to that individual is returned to a specified campus location. Any permit obtained under false pretences shall be revoked without right of refund.
 - 3.2.8 Lot Full: The purchase of a permit does not guarantee a parking space in a specific area or space. Lack of space is not considered a valid reason for violation of a regulation. Each campus may provide for alternative procedures in the event of lack of space.
- 3.3 Parking Citations
- 3.3.1 Citations may be issued for:
 - 3.3.1a Parking in any paid or restricted parking area without a valid permit;
 - 3.3.1b Parking in any area other than the areas authorized for by the permit on display;

- 3.3.1c Parking in an area inconsistent with the posted hours or other restriction, unless specific accommodation granted by the authorized personnel;
- 3.3.1d Parking in short-term lots without paying the parking fee and/or having an expired ticket;
- 3.3.1e Blocking other vehicles, roadways, fire lanes, crosswalks, or fire hydrants;
- 3.3.1f Parking on sidewalks, grass, yellow lines, at yellow curbs/bumper blocks, in no-parking or non-designated parking areas, loading and unloading areas, bus loading and unloading zones, blocking entrances to or exits from buildings, and students or employees parking in visitor areas;
- 3.3.1g Failure to park within marked spaces in lots where spaces are marked;
- 3.3.1h Entering any area of the campus that has been closed by the use of barricades or other traffic devices;
- 3.3.1i Failing to report an accident involving motor vehicles on campus to the appropriate campus office;
- 3.3.1j Parking vehicles so that decals, permits, or license plates cannot be seen, or are not displayed on the vehicle;
- 3.3.1k ADA parking violations; and
- 3.3.1l Traffic related violations.

3.4 Fines and Penalties

- 3.4.1 Each campus shall be authorized to assess and collect fines and penalties for violation of parking regulations and for traffic citations to the fullest extent authorized under applicable law, subject to this Policy. Each campus shall establish a procedure for the assessment and collection of such fines and penalties. The procedure may include, without limitation:
 - 3.4.1a Time limits for responding to parking or traffic citations;
 - 3.4.1b Methods for payment, including, in the designated official's discretion, cash, certified check, money order, credit card, or online payments and other expedited payment methods;
 - 3.4.1c Notification procedures for issuance of citations;
 - 3.4.1d Sanctions for failure to pay a fine or penalty, which may include issuance of an arrest warrant or summons to appear in court and/or referral to a collection agency in accordance with state law;
 - 3.4.1e Restrictions for employees with outstanding fines, which may include revocation of permit without refund and the

- inability to renew parking permits without paying all outstanding fines;
- 3.4.1f Campus penalties for students without outstanding fines, which may include restriction from registering for classes, receiving transcripts, revocation of permit without refund, and other campus privileges; and
- 3.4.1g Procedures for towing cars with outstanding tickets in accordance with state law.
- 3.4.2 The person in whose name a parking permit or decal is issued will be held responsible for any violation involving the vehicle.
- 3.4.3 Each campus shall set fines and penalties which shall be in compliance with applicable law.
- 3.5 Appeal of citation or fine
 - 3.5.1 Each campus will provide for an appeals process for persons receiving a notice of violation. The procedure for the appeal shall outline the steps that, at a minimum, provide a means by which the person receiving a citation can appeal the citation to the campus parking office and for any such person to request a hearing officer to be appointed by the designated campus official. The decision of a hearing officer may only be appealed to the local court by a plea of not guilty to the ruling and citation. All appeals must be filed within ten (10) calendar days from the date of the citation. The institution assumes no responsibility after a citation has been issued.
 - 3.5.2 The parking appeals process shall be for campus parking violations only. City, county, or state parking and traffic citations are handled within their own jurisdictions

Section 4: Towing and Impoundment

- 4.1 A vehicle may be subject to towing/impoundment for any of the following circumstances, as set forth in campus procedures.
 - 4.1.1 Impoundment after accumulating five (5) or more past due parking citations. WVU's main campus has decided not to impound for citations accumulated in short term parking areas.
 - 4.1.2 No identifying numbers visible on the vehicle (no license plate or the VIN is blocked from view)
 - 4.1.3 Presence of a safety hazard to others

- 4.1.4 Parking in ADA designated spaces without the proper permit
- 4.1.5 Failure to surrender parking area permit or to move vehicle from assigned area for construction or repairs
- 4.1.6 For other reason(s) authorized by law
- 4.2 Each campus may provide for direct payment by vehicle owners, or for payment by the campus with a right to seek reimbursement from the owner for this cost, including for the reasonable cost of keeping the vehicle in a designated area. Until payment of these costs, the campus may retain possession of the vehicle and shall have a lien on the vehicle for the amount due, as authorized by West Virginia Code Section 38-11-14.
- 4.3 Each campus shall provide a method for identifying vehicles which are subject to towing based on past due citations; vehicles shall be so listed before they are towed based on past due citations. Towing for any other authorized reason may occur with or without advance posting. All campuses shall have no obligation to inform owners individually; posting on website or other reasonable methods shall suffice as the minimum standard for notification.
- 4.4 Payment in full shall be required for all outstanding violations prior to the release of an impounded vehicle. Any associated campus restrictions shall not be lifted until payment is made and/or check clears through the campus parking office
- 4.5 Abandoned vehicles may be disposed of in accordance with applicable law.

Section 5: Americans with Disabilities (ADA) Information

- 5.1 Each campus shall comply with the Americans with Disabilities Act, including as it applies to parking and transportation services.
- 5.2 Persons with valid accessibility placards or plates legally issued may park in designated accessibility spaces on campus.
- 5.3 Procedures for obtaining a disability permit will be included in the Parking and Transportation guide.
- 5.4 Towing shall be strictly enforced from ADA areas.
- 5.5 Disability spaces are not to be used to drop off or pick up materials by persons not having valid permits to park.

- 5.6 Persons violating ADA parking rules and laws shall be subject to the penalties listed in these rules and provided in state code.
- 5.7 Disability permits may only be used by the person to whom they are issued or when that person is being “dropped off” or “picked up.” Relatives, friends, or associates for their personal convenience may not use the permit. Such use shall be a violation of state code and may result in revocation of the permit.

Section 6: Traffic

- 6.1 All motor vehicles (motor driven or manually powered transportation conveyances) shall be subject to campus traffic regulations and West Virginia state law while on campus.
- 6.2 The maximum speed on campus roads shall be 25 miles per hour unless otherwise posted. Speed may be monitored by electronic means and campus police are authorized to issue citations for traffic violations
- 6.3 Pedestrians shall be given the right-of-way at all designated crosswalks as prescribed by state code
- 6.4 Motorcycles and motor scooters cannot be operated or parked on campus walkways or lawns
- 6.5 The campus public safety department shall have primary responsibility to enforce laws on the campus roadways.

Recommendation: Amend & Approve



Board of Governors Rule

Finance and Administration

Travel

Responsible Unit: Strategic Initiatives/
Procurement, Contracting & Payment Services

Adopted: [Proposed: June 21, 2019]

Effective: [Proposed: October 1, 2019]

Revision History: Prior BOG Policy

(Originally effective October 1, 2002 and
amended June 6, 2003)

Review Date: April 2024

BOG FINANCE AND ADMINISTRATION RULE 5.8 TRAVEL

SECTION 1: PURPOSE & SCOPE.

- 1.1 The University seeks to design and administer a travel program that promotes safe and economical University travel while ensuring accountability and appropriate use of funds.
- 1.2 This Rule pertains to the management of business travel, hereinafter referred to as “Travel,” and reimbursement of expenses to Employees; members of the West Virginia University Board of Governors; and other non-employees traveling on behalf of West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively the “University”).
- 1.3 Consultants and contractors may be required to follow this Rule and other University regulations, at the University's option. All consultant and contractor travel subject to this Rule shall be addressed as part of the consulting/contractual agreement.
- 1.4 When under the terms and conditions of a grant or contract, if reimbursement rules and regulations for travel expenses differ from those contained in this Rule, the reimbursement shall be governed by the rules identified in the grant or contract.

SECTION 2: OVERVIEW OF RESPONSIBILITIES OF THE TRAVEL PROGRAM.

- 2.1 The President is delegated the authority to manage, approve or disapprove travel and travel related expenses. Exceptions to this Rule must be approved by the President.
- 2.2 University Travel Manual.
 - 2.2.1 The President will develop a Travel Manual, consistent with this Rule, to provide additional, detailed guidance to Employees and others traveling on behalf of the University.



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- 2.2.2 The University Travel Manual will set the internal control structure for the program, detail allowable and unallowable expenses and identify the processes to be followed when booking and expensing travel.
 - 2.2.3 The President shall analyze emerging trends and changing circumstances that impact travel to keep the travel program consistent with best practices. Approval will be obtained from the Board prior to implementing any change that would make fundamental, systemic changes to the overall travel program.
 - 2.3 Traveler responsibility.
 - 2.3.1 Travelers are responsible for the timely and accurate submission of expense reports within the University's expense management system. The submission must include a documented business purpose, as well as all required receipt documentation specified in the University Travel Manual.
 - 2.3.2 Personal Expenses incurred during travel are the sole responsibility of the Traveler and will not be reimbursed. Personal Expenses include expenses incurred by a spouse/partner and/or guest traveling in a personal capacity. The University will not reimburse for Personal Expenses nor should such expenses be charged to the University and then later reimbursed to the University by the individual.
 - 2.4 Approval of expenses.
 - 2.4.1 The Traveler's expense report shall be approved by a supervisor and/or the grant owner, as well as any designated business office.
 - 2.4.2 This approval means that the expense report meets all criteria established by this Rule.
 - 2.5 Corrective actions for violations.
 - 2.5.1 Any University Employee who fails to abide by the requirements within this Rule shall be subject to appropriate disciplinary action, including warning, suspension, termination, or other disciplinary action as may be appropriate.
 - 2.5.2 Furthermore, although conduct may not violate this Rule, it may still be prohibited by the University under a different rule, policy, or standard of behavior. Accordingly, in such cases, the University reserves the ability to take any necessary action.
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SECTION 3: TRAVEL AUTHORIZATION AND USE OF THE UNIVERSITY'S TRAVEL MANAGEMENT COMPANY.

- 3.1 All Travel funded by the University shall be approved, in accordance with the University Travel Manual.
 - 3.2 Travel may be authorized only for official University business and sufficient and appropriate financial resources must exist to pay for the travel expenses.
 - 3.3 All international Travel must be approved in advance through the process designated by the Office of Global Affairs and the Office of Export Control.
 - 3.4 All Travelers are strongly encouraged to make Travel reservations through the University's contracted Travel Management Company unless otherwise provided for in the University Travel Manual.
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SECTION 4: AIR TRAVEL.

- 4.1 Commercial airlines.
 - 4.1.1 Travelers shall choose the lowest logical airfare available or in accordance with any University airline contracts unless there is a legitimate business circumstance or medical condition that requires booking a flight above the best value airfare.
 - 4.1.2 Travelers are strongly encouraged to make advance bookings through the University's contracted Travel Management Company.
 - 4.1.3 Travelers may not specify a particular airline to accumulate mileage or promotional plans if it results in a higher airfare.
 - 4.1.4 Fees due to Traveler's negligence or personal preferences will be considered a Personal Expense to the Traveler.
 - 4.1.5 Reservations must be made in accordance with the University Travel Manual. Travelers must submit all requirement documentation specified in the University Travel Manual with their expense reports.
 - 4.1.6 Miscellaneous air travel related expenses deemed allowable in the University Travel Manual are permitted.
- 4.2 Use of chartered aircraft service.



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- 4.2.1 Chartered aircraft service may be used if approved in advance, in accordance with the University Travel Manual.

SECTION 5: GROUND TRANSPORTATION.

- 5.1 Travelers are to use the most economical and practical means of transportation.
- 5.2 When operating a vehicle while on Travel, the operator of the vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants due to operator negligence.
- 5.3 Commercial rental vehicles.
- 5.3.1 Commercial rental vehicles may be used for Travel on University business.
- 5.3.2 The University's contracted rental car provider(s) must be used unless there is a lack of availability.
- 5.3.3 Travelers are strongly encouraged to make reservations through the University's contracted Travel Management Company unless booking directly with the University's contracted rental car provider(s).
- 5.3.4 Reservations must be made in accordance with the University Travel Manual. Travelers must submit all requirement documentation specified in the University Travel Manual with their expense reports.
- 5.4 Privately owned vehicles/courtesy vehicles.
- 5.4.1 Privately owned or courtesy vehicles may be used when traveling on University business. When using a private vehicle, Travelers are responsible for carrying and maintaining liability insurance.
- 5.4.2 Reimbursement will be made in accordance with the University's Travel Manual and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.
- 5.4.3 Mileage claimed by the Employee shall not include the distance traveled during the Employee's standard daily commute. However, if the Employee is traveling directly from their residence and the distance is closer than their work location, reimbursement should be calculated on that distance.
- 5.4.4 Mileage incurred during Travel within the county of the Employee's official work location (i.e., driving from one University building to another University building



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in the same county) will not be reimbursed unless granted an exception in accordance with the University Travel Manual.

5.5 State-owned vehicles.

5.5.1 The availability and use of a state-owned vehicle will be determined by the University's fleet management policies and procedures.

5.6 Other ground transportation.

5.6.1 Rail, bus, shuttle, and other ground transportation (e.g., taxis and peer-to-peer ridesharing services) may be used in accordance with the University Travel Manual. Travelers are expected to use the lowest logical fare.

SECTION 6: LODGING.

6.1 Travelers are strongly encouraged to make all hotel reservations through the University's contracted Travel Management Company unless booking directly through the specific conference.

6.2 Travelers are expected to use good financial judgment when selecting hotels and shall select the University's contracted hotel providers when possible.

6.3 Lodging expenses include room rates, use of meeting rooms, all applicable taxes and surcharges. Reservations must be made in accordance with the University Travel Manual.

6.4 Reservations must be made in accordance with the University Travel Manual. Travelers must submit all requirement documentation specified in the University Travel Manual with their expense reports.

6.5 Miscellaneous lodging related expenses deemed allowable in the University Travel Manual are permitted.

SECTION 7: MEALS AND INCIDENTALS.

7.1 Meals and incidental expenses while on Travel will be reimbursed to the Traveler. This reimbursement rate shall be set forth in the University's Travel Manual and shall not exceed the rate established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses.

7.2 If the Travel occurs entirely in one calendar day, meals will not be reimbursed.



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- 7.3 Meals provided to the Traveler must be deducted from the reimbursement amount.
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SECTION 8: REGISTRATION FEES.

- 8.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops for official University business are permitted.
- 8.2 Advanced payment of registration fees is permitted if required or if doing so results in savings to the University.
- 8.3 If a cancellation charge is incurred, the charge is permitted if the Traveler is required to change travel plans for business reasons or other extenuating circumstances.
- 8.4 The Traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.
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SECTION 9: OTHER TRAVEL EXPENSES.

- 9.1 Travelers may incur other business-related expenses in accordance with the University's Travel Manual.
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SECTION 10: FORM OF PAYMENT FOR BUSINESS TRAVEL EXPENSES.

- 10.1 The University's Procurement Card (PCard) and/or other University card products.
- 10.1.1 Travelers should use the PCard and/or other designated University card products as the payment method for all Travel expenses except for individual Traveler's meal expenses and fuel for personal vehicles.
- 10.1.2 All expenses paid on the University PCard must be reconciled using the University's expense management system within the timeframe designated in the University's PCard Manual.
- 10.1.3 All documentation must be submitted as required in the University Travel Manual.
- 10.2 Expenses paid with personal funds.
- 10.2.1 If travel expenses are paid with personal funds, Travelers must submit a request for reimbursement through the University's expense management system.



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10.2.2 All documentation must be submitted as required in the University Travel Manual.

SECTION 11: DEFINITIONS.

- 12.1 “Employee” means any Faculty or Staff.
 - 12.2 “Faculty” is defined in BOG Faculty Rule 4.2 – Appointment, Promotion, Tenure, and Dismissal for Cause.
 - 12.3 “President” means the President or designee.
 - 12.4 “Personal Expenses” means expenses incurred while traveling in a personal capacity for the Traveler’s personal benefit.
 - 12.5 “Staff” means all Classified Employees and Non-Classified Employees, defined in BOG Talent & Culture Rule 3.1 -- Administration and Employment Practices.
 - 12.6 “Travel” means travel away from the Traveler’s official work location for the purpose of conducting business for the primary benefit of the University’s mission. The dates of Business Travel may include one day prior to the start of University business, all days University business is being conducted, and one day following the conclusion of University business.
 - 12.7 “Travel Management Company” means the University’s contracted vendor that manages the Business Travel for the University.
 - 12.8 “Traveler” means an individual (Employee or non-employee) who has been authorized to travel on behalf of the University on official University business.
 - 12.9 “University Travel Manual” means the document outlining the detailed policies and procedures of the University’s travel program.
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SECTION 12: DELEGATION.

- 12.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.
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SECTION 13: AUTHORITY.

13.1 W. Va. Code §12-3-11

SECTION 14: SUPERSEDING PROVISIONS.

14.1 This Rule supersedes and replaces West Virginia University Board of Governors Policy 4 which was originally effective October 1, 2002 and amended June 6, 2003. It also supersedes and replaces Higher Education Policy Commission (“HEPC”) Series 29, which was adopted on August 1, 2002, and any other Rule of HEPC which relates to the subject matter contained within this Rule.

Recommendation: Amend as BOG Finance & Administration Rule 5.8

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY #4**

**TRAVEL
West Virginia University and Regional Campuses**

Section 1. General

1.1 Scope:

- 1.1.1 This rule implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the West Virginia University Board of Governors, hereinafter referred to as the "Governing Board," members of institutional Boards of Advisors and other non-employees traveling on behalf of the Governing Board or its institutions.
- 1.1.2 Consultants and contractors are not required to use these rules and regulations, at the institution's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.
- 1.1.3 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

1.2 Authority: West Virginia Code §12-3-11

1.3 Effective Date: October 1, 2002

1.4 According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this rule.

Section 2. Provisions Applicable Only To The West Virginia University Board of Governors.

- 2.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit the campus of any institution of higher education, or any other facility under the control of the Board, to be interviewed concerning her or his possible

employment by the Board or agent thereof. Authorization for such payment shall be given by the president, and/or other administrative head of an institution, or their duly authorized designee(s).

- 2.2 The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any one such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president, and/or other administrative head of an institution, or their duly authorized designee(s).

Section 3. Delegation of Authority and Responsibilities

- 3.1 Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the president of an institution of higher education, hereinafter called the "Chief Executive Officer." Such delegated authority may also be revoked by the Governing Board.
- 3.2 The Chief Executive Officer may also delegate authority to others within her or his respective institutions to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 3.3 Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.
- 3.4 The Chief Executive Officer or designee may also develop administrative policies and procedures for her or his institution, consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the institution.
- 3.5 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established by this rule for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

Section 4. Travel Regulations Applicable to All Employees, Board Members, and Non-Employees

4.1 Employees

4.1.1 Approval to travel shall be secured in advance by the employee in accordance with this rule and, if applicable, the administrative policies and procedures of the institution. Under no circumstances should an employee travel without proper approval of the Chief Executive Officer or designee(s).

4.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his institution within a reasonable amount of time after the last day of the approved travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.

4.2 Members of the Governing Board and Members of Institutional Boards of Advisors

4.2.1 This rule shall govern reimbursement of travel expenses to members of the Governing Board and members of Institutional Boards of Advisors when a Board member requests reimbursement for such expenses from the Governing Board.

4.3 Non-Employees

4.3.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this rule.

Section 5. Transportation

5.1 Air Transportation

5.1.1 Commercial Airlines

5.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

5.1.1.2 Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the

institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.

- 5.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger coupon", E-Ticket Receipts or certified copy from the commercial airline ticket. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account settlement. Refundable or unused airline tickets shall be returned immediately.
 - 5.1.1.4 Commercial airline tickets may be direct billed to the institution and paid in advance.
 - 5.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.
 - 5.1.1.6 Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.
- 5.1.2 Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.
- 5.1.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.
 - 5.1.2.2 If authorized by the Chief Executive Officer or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use.

A competitively bid charter service contract, if available, may be used, as appropriate.

5.2 Ground Transportation

5.2.1 The traveler may use a state owned vehicle, privately owned vehicle, commercial rental vehicle or rail service for ground transportation when traveling on official business of the institution. Receipts and documentation are not required unless otherwise indicated below or required by the institution.

5.2.1.1 State Owned Vehicles: The availability and use of a state owned vehicle will be determined by the institution's policies and procedures.

5.2.1.2 Privately Owned Vehicles/Courtesy Vehicles: Privately owned and courtesy vehicles may be used when traveling on institutional business. Reimbursement will be made in accordance with the institution's policies and procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.

5.2.1.3 Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on institutional business. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three (3) people are traveling together on institutional business, and for larger vehicles if a group of five (5) or more is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap. Receipts/documentation are required for reimbursement of car rental and mileage charges or fees. Receipts/documentation are not required for fuel costs.

5.2.1.3.1 Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable, and should be taken unless the rental was made using the state issued Diners Club corporate travel card. Diners Club provides collision damage coverage at no cost for rentals up to 60 days. Collision damage waivers for rentals of more than seven (7) days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers

collision insurance for vehicle rentals in excess of seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

- 5.2.1.4 Rail Service: May be used for ground transportation in accordance with the institution's policies and procedures. Travelers are expected to make advanced bookings through a contracted travel service vendor and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts/documentation are required for reimbursement.
- 5.2.1.5 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's policies and procedures.
- 5.2.2 The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.
- 5.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation to and from the airport.
- 5.2.4 Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

Section 6. Lodging

- 6.1 Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made according to the institution's policies and procedures. Lodging receipts are required for reimbursement.
- 6.2 Lodging may be direct billed; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

Section 7. Meals

- 7.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.
- 7.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's policies and procedures.
- 7.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time begins and/or extends more than two (2) hours beyond the traveler's normal work day. Reimbursement will be made for actual expenses up to the maximum daily rate as follows:
 - 7.3.1 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.
 - 7.3.2 To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal work day ends.
 - 7.3.3 Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during her or his normal lunch period.
 - 7.3.4 For the purpose of determining the amount(s) allowable for meals for single day travel, the traveler may claim reimbursement for actual expenses according to the institution's policies and procedures.
- 7.4 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgement in determining what is a "reasonable" expense to incur for the situation.
 - 7.4.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the Auditor's current guidelines, may be provided.
 - 7.4.2 Board and Commission Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their

official duties, Board and Commission members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.

Section 8. Registration Fees

- 8.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution when feasible. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution.
- 8.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt/documentation is acceptable.
- 8.3 The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.
- 8.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

Section 9. Other Expenses

- 9.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is in excess of current Internal Revenue Service limits for miscellaneous expenses, or unless otherwise required by the institution. Such expenses and reimbursement may include, but are not limited to:
 - a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portering (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
 - b. Baggage storage between appointments, and between hotels and meeting places;
 - c. Tolls, garage and parking fees, including gratuities;

- d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.
 - e. Currency conversion;
 - f. Guides, interpreters, and visa fees; and
 - g. Trips involving multiple days of travel, or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed the maximum amount established by the institution's policies and procedures, provided the call is not charged to the telecommunications card issued by the state or the institution.
- 9.2 Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the Chief Executive Officer or designee.
- 9.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

Section 10. Form of Payment for Business Travel

- 10.1 Corporate Charge Card or Credit Card: Travelers should use the corporate charge card issued by the State of West Virginia for business related travel expenses, or a higher education corporate charge card if available.
- 10.2 Cash Advances from the State Auditor's Office:

Cash advances may be requested from the State Auditor's Office according to the procedures established by the Auditor for employee and student travel, and for group travel such as bands, athletic teams and organized student groups. West Virginia University shall establish policies and procedures for requesting and settling cash advances with the Auditor.

- 10.3 Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Credit Card
 - 10.3.1 Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes.
 - 10.3.2 A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. The preferred method of obtaining a cash advance is to use the state corporate credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the institution's policies and procedures. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.
 - 10.3.3 For employees ineligible to receive a state corporate credit card or those who have applied and have not yet received their cards, the cash advance procedure in 10.2.1 applies.
 - 10.3.4 West Virginia University shall adopt and actively pursue policies and procedures to manage and minimize credit losses by employees using the corporate charge card.
- 10.4 Direct Billing: Direct billing may be authorized by the appropriate institutional representative in accordance with the institution's policies and procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.

Section 11. Reimbursement Forms

- 11.1 The form(s) used for reimbursement of travel expenses shall be those promulgated by West Virginia University.

Section 12. Other Provisions

- 12.1 According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel.

WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS

February 8, 2019

The one hundred sixty-sixth meeting of the West Virginia University Board of Governors was held on February 8, 2019 in Morgantown, WV. Board members in attendance/participating by telephone included David Alvarez, Marty Becker, Elmer Coppoolse, Thomas Flaherty, Thomas Heywood, Dr. Stanley Hileman, Lisa A. Martin, Taunja Willis Miller, Isaac Obioma, Ed Robinson, Benjamin Statler, Dr. Matthew Valenti, and William Wilmoth. Board members J. Thomas Jones, J. Robert (J.R.) Rogers and Dr. Kimberly Weaver were absent and excused.

**WVU officers, divisional campus officers, representatives (and others)
present included:**

President, E. Gordon Gee;
Vice President, Legal, Government and Entrepreneurial Engagement, Rob Alsop;
Provost, Joyce McConnell;
General Counsel, Stephanie Taylor;
Vice Provost, John Campbell;
Vice President and Executive Dean of Health Sciences, Clay Marsh;
Vice President for Talent and Culture, Cris DeBord;
Vice President and Chief Financial Officer, Paula Congelio;
Vice President for Research, Fred King;
Vice President for Diversity, Equity and Inclusion, Meshea Poore;
Vice President for Global Strategies in Higher Education, William Brustein;
Associate Provost for Budget, Facilities and Strategic Initiatives,
Mark Gavin;
Dean of Student, Corey Farris;
Associate Vice President for Finance, Anjali Halabe;
Executive Officer and Assistant Board Secretary, Jennifer Fisher;
President, Potomac State College of West Virginia University, Jennifer Orlikoff;
Associate Vice President for Academic Affairs, WVU Health Sciences,
Louise Veselicky;
Deputy General Counsel, Gary G. Furbee, II;
Director of Internal Audit, Bryan Shaver;
Director of Scientific Development, WV Clinical & Translational Science
Institute, Julie Lockman;
Senior Associate Vice President for Academic and Public Strategy,
Rochelle Goodwin;
Associate Vice President of Enrollment Management, Stephen Lee;
Assistant Vice President for Student Life Communications, Sabrina Cave;

February 8, 2019

Director of Communications and Marketing for Strategic Initiatives,
Erin Newmeyer;
State and Local Relations Specialist, Rocco Fucillo;
Research Scholar for West Virginia Forward, Josh Cook;
Dean of the College of Creative Arts, Keith Jackson;
Dean of the WVU Libraries, Karen Diaz;
Acting Dean of the Honors College, Ryan Claycomb;
WVU ACCE Representative, Shirley Robinson;
Senior Executive Director of Communications, University Relations,
John Bolt; and,
Special Assistant to the Board of Governors, Valerie Lopez.

Members of the Press were also present.

CALL TO ORDER

The meeting was called to order by Chairman William Wilmoth, at 8:30 a.m. A roll call was taken to determine who was in attendance and a quorum established.

BOARD PRESENTATION

Academic Affairs Updates

Provost Joyce McConnell shared the following Academic Affairs Updates:

WVU maintains R1 Status, Ranking Alongside Most Prestigious Research West Virginia University continues to rank among the nation's elite research institutions as reflected in the Carnegie Classification of Institutions of Higher Education. Carnegie released its every-three-year assessment in December 2018, and WVU continues to be rated as an R1, or very high research activity, institution, the most elite category for research-focused schools, alongside such institutions as Harvard, Yale, Columbia and Johns Hopkins. Only 130 of the nation's 4,500 colleges and universities attain this ranking. To achieve R1 status, a university must award doctoral degrees in at least 20 different areas amass at least \$43.8 million in total research expenditures, as reported through a National Science Foundation survey

West Virginia University Energy Institute: The WVU Energy Institute serves to facilitate collaborative and innovative solutions to the energy future of West Virginia and the United States. As the central coordinating institution for energy research at the flagship, land-grant university in West Virginia, it is central to the Energy Institute's mission to work with stakeholders within the university and across the state and region to help further the land-grant mission. A key aspect of that land-grant mission

is to assist in stimulating economic development in West Virginia. Provost McConnell commented that the incredible growth of this organization was overseen by Brian Anderson, who left WVU for another position. Provost McConnell announced that James F. Wood will continue as Interim Director while a new search is underway,

Introduction of key administrators: Provost McConnell introduced the following key administrators, three of whom were in the audience and will join board members for lunch:

Dr. Keith Jackson, who was named Dean of the College of Creative Arts in November

Dr. Karen Diaz, who was named Dean of the WVU Libraries in November

Dr. Ryan Claycomb, who founded the WVU Humanities Center in July 2017 and was named Acting Dean of the Honors College in December 2018

Dr. Ken Blemings, who is serving as Interim Dean of the Davis College of Agriculture, Natural Resources and Design, is out of town today but will join the Board in April. Dr. Blemings was not available to attend today's meeting.

IDEA Fellows Applications Open: The nomination period for the 2019-2020 Innovation, Design and Entrepreneurship Applied Faculty Fellows Program is now open. The program presents a unique opportunity for faculty to create curriculum to enhance student skills in the areas of innovation, design and entrepreneurship. Fellows receive extensive training on how to effectively teach entrepreneurship from the Symposium for Entrepreneurship Educators at Babson College in Massachusetts.

Discontinuation of Academic Common Market: WVU has elected to discontinue its Academic Common Market agreement for undergraduate students, beginning with students entering in the summer 2020 term. This was a difficult but necessary decision to provide better academic and financial opportunities to our students. They will have more flexibility to change their major and will have scholarship opportunities without restrictions. In fact, we are adding more scholarships to get talented out-of-state students closer to in-state costs.

Intensive English Program Moving: Following discussions across academic and administrative offices, our Intensive English Program will return to its original home in Eberly. Effective July 1, the program will be housed in the World Languages Department, with all offices working together to ensure a smooth transition. The move is intended to provide an academic home for IEP's identity, and to facilitate the program's work with other related units.

February 8, 2019

New Digital Learning Awards: In advance of National Digital Learning Day on Feb. 28, the Office of the Provost launched a new awards program to celebrate innovations in digital learning by faculty and staff. Up to 13 awards will be given to teaching faculty, graduate teaching assistants and staff engaged in P-20 outreach across all disciplines. Each recipient will receive \$500 in professional development monies and their work will be showcased on campus on National Digital Learning Day.

Expanding Undergraduate Research Mentoring Award: The Office of Undergraduate Research is expanding the Faculty Award for Distinction in Mentoring Undergraduates in Research to honor four undergraduate research mentors with an increased award of \$1,000 each to be used toward their continued support of undergraduate students' participation in their research. Funding for the additional awards is provided by the Provost's Office.

New Graduate Research Mentor Award: The Office of Graduate Education and Life and the Research Office are proud and excited to announce a new award for faculty: the Outstanding Graduate Research Mentoring Award. The purpose of this award is to honor and encourage the considerable efforts and accomplishments of faculty who have demonstrated exceptional commitment to the mentorship of graduate students. Four finalists will be selected, with one winner from those four awarded \$5000.

Working on Research Week: Our office is currently working in conjunction with several others on the development of a week-long Research Week to celebrate our R1 status and the high caliber of research we have going on university wide. Research week will take place during the first week in April. Please look to WVUToday and some direct communications from my office for the announcement of the week's schedule later this spring.

BOARD PRESENTATION

West Virginia Forward

Senior Associate Vice President for Academic and Public Strategy, Rochelle Goodwin, provided an update on the West Virginia Forward – as follows:

West Virginia Forward constitutes a blueprint with a host of recommendations and ideas to advance West Virginia's economic future, West Virginia Forward began as an unprecedented collaboration between West Virginia University, the West Virginia Department of Commerce and Marshall University. This partnership has developed into a larger, statewide effort to identify West Virginia's unique assets and pair them with economic trends that will leverage growth and development opportunities to strengthen and diversify all regions of the state.

With a sharp focus on short- and long-term objectives, and a refined vision, the partners are working alongside key stakeholders and experts across West Virginia and beyond. So far, innovative solutions and opportunities include advancing West Virginia's workforce, business climate, educational opportunities, community development, energy sector, cybersecurity, entrepreneurship and infrastructure. With a shared vision, this initiative is advancing our state into prosperity, energizing even more partnerships while blazing a new path toward improving West Virginia's economic future. Our efforts, already under way, truly affect every West Virginian. Ms. Goodwin further commented on why this initiative is important to the state; explained why McKinsey & Company (a global management consulting firm that serves leading businesses, governments, non-governmental organizations and not-for-profits) was chosen to do this analysis; how the data was collected; other partners involved in this project; what areas of growth are being considered; and what are the next steps involved in moving forward.

GREAT VALUE COLLEGES RECOGNITION OF PRESIDENT GORDON GEE

Chairman Wilmoth announced the results of a recent survey published by Great Value Colleges, ranking the 50 best college presidents. The organization consulted current sources online that highlight which college presidents are notable. The final ranking identified a definitive list of college presidents that have had and continue to have stellar careers. They are sorted by the organization's estimations of the level of achievement, innovative leadership approaches, evidence of positive impact on a college and commitment to a college. To no one's surprise below is an excerpt identifying the number one college president:

"Time considers E. Gordon Gee to be America's greatest current president. When that article was written, he was the president of Ohio State University. However, in 2013, he retired from this position and has since had a successful tenure as the head of West Virginia University. What puts E. Gordon Gee ahead of all the competition is that there has never been an American with more college president experience. He has been the president of more universities than any US citizen, living or dead. And the other colleges that he has run are all prestigious. Namely, they are Vanderbilt, Brown, and the University of Colorado. And his current presidency of West Virginia University is also notable, as it is the second time that he has held that post. Initially, he was president of the college from 1981 to 1985. He resumed the presidency in 2014. And lastly, what makes E Gordon Gee truly remarkable is that despite his distinguished career, he still takes time to consider every student's needs. In fact, he makes "it a point to visit students where they live, learn and socialize."

**BOARD PRESENTATION AND POSSIBLE ACTION:
APPROVAL OF PROPOSED NEW RULES**

Chairman Wilmoth called upon Deputy General Counsel, Gary G. Furbee, II, who provided an overview related to the approval of new rules. Mr. Furbee stated that at the Board's November 9, 2018 and December 14, 2018 meetings, it issued a Notice of Proposed Rulemaking for the new Rules referenced below. The proposed changes are to amend, approve, rename/renumber, and, in some cases, repeal the current Policies in order to implement new Rules in accordance with W. Va. House Bill 2542 (2017) and W. Va. House Bill 2815 (2017). To that end, the term "Policy" will be replaced with "Rule" and these Policies will be reformatted to the new design for BOG Rules, renumbered, and standard terms will be used when applicable. Moreover, all BOG Rules will be updated to supersede and repeal W. Va. Higher Education Policy Commission Rules, where applicable. Additional specific changes were set forth in detail in the table that was included in the November 8, 2018 and December 14, 2018 Notices of Proposed Rulemaking, attached to this agenda item in today's meeting agenda booklet.

The proposed changes to the new Rules were posted for the required thirty (30) day public comment period. The comments received, and the changes made in response, are detailed in the comment charts attached to this agenda item in today's meeting agenda booklet. Revised versions of the proposed rules incorporating the changes were also attached to the agenda item in question.

Mr. Furbee went over the BOG policies and proposed new rules in question listed below, along with the vetting process for each, as well as any comments received:

- BOG Policy 17 – Ethics (proposed to be amended as Governance Rule 1.4 – Ethics, Conflict of Interest, and Outside Consulting Arrangements);
- BOG Policy 54 – Rule on Identity Theft Detection and Prevention Program (proposed to be amended as Governance Rule 1.11 – Information Technology Resources and Governance); and
- BOG Policy 57 – Tobacco Free Policy (proposed to be amended as Finance and Administration Rule 5.6 – Tobacco and Smoke Free Campus)

Regarding proposed Governance Rule 1.4 – Ethics, Conflict of Interest, and Outside Consulting Arrangements, following a brief discussion, Lisa A. Martin moved that Rule 1.4 be approved with one small amendment, namely, that Section 2.3.3.1, relating to acceptance of honorariums, be amended to say through that section "Faculty, Non-Classified Staff, and Classified Staff" instead of just "Faculty and Non-Classified Staff." This amended motion was seconded by David Alvarez and passed.

Regarding proposed Rule 1.11 – Information Technology Resources and Governance, the same addresses more clearly the duties and scope of Information Technology.

Regarding proposed Rule 5.6 – Tobacco and Smoke Free Campus, the major theme deals with identification and enforcement contained in the previously approved policy. A smoking task force, with State and Local Relations Specialist, Rocco Fucillo, heading the same, provided many of the changes contained in today’s proposed rule. Mr. Furbee noted, however, that implementation will not take place after the rule is approved today, to provide ample time for the steering committee to continue work on the comprehensive communication and enforcement strategies embodied therein.

Following brief discussions, Thomas Flaherty moved that Governance Rule 1.11 – Information Technology Resources and Governance, and Finance and Administration Rule 5.6 – Tobacco and Smoke Free Campus be approved, as presented. The motion was seconded by Thomas Heywood and passed.

**BOARD PRESENTATION AND POSSIBLE ACTION:
NOTICE OF PROPOSED RULEMAKING FOR CURRENT BOARD OF
GOVERNORS POLICIES AND/OR RULES DESCRIBED BELOW**

Chairman Wilmoth called upon Deputy General Counsel, Gary G. Furbee, II, who provided an overview related to this Notice of Proposed Rulemaking. Mr. Furbee explained that the proposed changes are to amend, approve, rename/renumber, and, in some cases, repeal the current policies in order to implement new rules in accordance with W. Va. House Bill 2815 (2017). To that end, the term “Policy” will be replaced with “Rule” and these policies will be reformatted to the new design for BOG Rules, renumbered, and standard terms will be used when applicable. Moreover, all BOG Rules will be updated to supersede and repeal W. Va. Higher Education Policy Commission Rules, where applicable.

Substantively, the proposed changes to the policy in question will result in additions, amendments, or repeals as set forth in detail in the table located in the Notice of Proposed Rulemaking, attached to this agenda item in today’s meeting agenda booklet. Mr. Furbee described the content of the proposed rule and the process involved in developing and vetting the same. The Board of Governors Policy and/or Rule involved cover:

- BOG Policy 4 – Travel (proposed to be amended as Finance and Administration Rule 5.8 – Travel; and,

- ROB Policy 42 – Procurement and Purchasing (proposed to be amended as Finance and Administration Rule 5.9 – Procurement)

Mr. Furbee described the vetting process involved with these proposed rules and covered the specific changes involved with each.

Following the issuance of the Notice of Proposed Rulemaking, the proposed changes to the Policy and Rule will be posted for the required thirty (30) day public comment period from February 11, 2019 through March 13, 2019. Any comments received will be summarized and presented to the board. Following any proposed changes, the final Rule will then be presented to the full board for review and approval.

Following a discussion among board members, it was decided that Finance and Administration Rule 5.8 – Travel, would not be up for consideration today as there appears to be more work that needs to be done in the development of this rule. Whereupon, David Alvarez moved that the Board of Governors approve the Notice of Proposed Rulemaking, as amended to include only proposed Finance and Administration Rule 5.9 – Procedure. Said motion was seconded by Taunja Willis Miller and passed.

EXECUTIVE SESSION

Chairman Wilmoth requested a motion that the Board go into Executive Session, under authority in West Virginia Code §§6-9A-4(b)(2)(A), (b)(9), and (b)(12) to discuss legal, personnel, and deliberative matters; matters not considered public records; matters related to construction planning, commercial competition matters, the purchase, sale or lease of property, and/or the investment of public funds. The motion was made by Marty Becker, seconded by Ed Robinson and passed. Following the conclusion of Executive Session, Thomas Flaherty moved that the Board rise from Executive Session. This motion was seconded by David Alvarez and passed.

DISCUSSIONS/ACTIONS EMANATING FROM EXECUTIVE SESSION

Chairman Wilmoth stated that there were no actions emanating from today's Executive Session discussions.

APPROVAL OF MINUTES

Marty Becker moved that the minutes of the November 8, 2018 regular meeting and December 14, 2018 regular meeting be approved. The motion was seconded by Thomas Heywood and passed

COMMITTEE REPORTS

February 7, 2018 Audit Committee Meeting: Audit Committee Chairman, David Alvarez, reported on yesterday's Audit Committee meeting - during which committee members received a report from the Chief Financial Officer, and then moved to executive session – wherein they received a report from WVU's General Counsel, and a report from the Director of Internal Audit. Chairman Alvarez advised that there were no actions emanating from said Executive Session.

February 7, 2019 Academic Affairs and Accreditation Committee Meeting: Thomas Heywood, chairman of this committee, reported that the committee received many reports and updates on R1 research status, online classes and other academic affairs, and that no board action was taken.

February 7, 2019 Joint Finance and Facilities and Revitalization/Strategic Plans and Initiatives Committee Meeting: Marty Becker, chairman of the Strategic Plans and Initiatives Committee, reported on this joint committee meeting, during which there were Execution Session discussions that an extensive agenda on a variety of topics, and that no board action was taken.

PRESIDENT'S REPORT

President Gee offered the following comments:

Maintaining Our R1 Ranking: Our University continues to rank among the nation's top research institutions in the Carnegie Classification of Institutions of Higher Education. Just before winter break, Carnegie released its latest assessment, and our University continues to rank as an R1, or very high research activity, institution, the most elite category for research-focused schools. Only 130 of the nation's 4,500 colleges and universities attain this ranking. Getting to the top is easier than staying there. Repeating this honor is even more of an accomplishment than earning it for the first time in 2015.

Energy Innovation Testimony: Our high profile in research—specifically energy research—was on display yesterday in the nation’s capital. James Wood, interim director of the Energy Institute at West Virginia University, was part of a panel discussing U.S. energy innovation before the U.S. Senate Committee on Energy and Natural Resources. In his testimony, Dr. Wood outlined WVU’s work to improve existing coal-fired power generation, advance the storage and production of natural gas, and otherwise diversify America’s energy portfolio.

Statewide Musical Talent Competition: As a music lover, I am excited about a new statewide musical talent competition the College of Creative Arts is launching to promote the arts in our communities. Talent West Virginia, sponsored by WVU Medicine and WVU Health Systems, is open to West Virginia residents and college students attending a West Virginia institution. Not only will competitors have the chance to earn recognition, but students in our music industry program will gain the skills needed to produce a major talent competition.

New Community Standards for Greek Recruitment: Sorority and fraternity recruitment under new Reaching the Summit standards began this semester on the Morgantown campus. New standards include higher grade point averages for new members, a four-week new member educational period and a membership review for each chapter prior to entering the recruitment process. These changes, along with the deferred recruitment of first-year students which we adopted in 2015, are helping to create a more positive culture in fraternity and sorority communities.

Estate Gift to the Statler College: A \$2.3 million estate gift from the late Forrest Coontz will benefit students in the Statler College of Engineering and Mineral Resources. The gift will boost the already established and endowed Forrest & Barbara Coontz Scholarship. After serving in World War II, Forrest Coontz attended West Virginia University and then built a successful career with General Motors.

Merry Ann Nehlen remembered: Mountaineers mourned the passing of Merry Ann Nehlen, 82, wife of Hall of Fame coach Don Nehlen. She died January 28 following a long battle with Alzheimer's disease.

INFORMATION ITEMS

There were no questions or concerns expressed by any Board members pertaining to the Information Items contained within the agenda.

CONSENT AGENDA

Chairman Wilmoth called for any discussion of today's Consent Agenda items and asked whether any items needed to be pulled for a separate discussion/vote. There being no such request made, Thomas Flaherty moved that today's Consent Agenda be approved – with a notation that board member Taunja Willis Miller will recuse herself from voting on Consent Agenda Item 10 listed below. This motion was seconded by Elmer Coppoolse and passed.

Thereupon, the following Consent Agenda items were approved:

- 1. Approval of New Certificates: Graduate Certificates in Business Data Analysis, Business Data Science, Business Data Technology Management, and Business Operations Research**
Resolved: That the West Virginia University Board of Governors approves the creation of four new Graduate Certificates within the John Chambers College of Business and Economics, as presented.
- 2. Approval of New Degree Programs and Majors in Linguistics, Spanish, and Teaching of English to Speakers of Other Languages (TESOL)**
Resolved: That the West Virginia University Board of Governors approves the creation of new Master of Arts degree programs and majors in Linguistics, Spanish, and Teaching of English to Speakers of Other Languages (TESOL) in the Eberly College of Arts and Sciences.
- 3. Termination of Graduate Certificate Program: Information Assurance and Biometrics**
Resolved: That the West Virginia University Board of Governors approves the termination of the Graduate Certificate in Information Assurance and Biometrics in the Benjamin M. Statler College of Engineering and Mineral Resources
- 4. Approval of New Degree: Health Sciences at Potomac State College of West Virginia University**
Resolved: That the West Virginia University Board of Governors approves the creation of an AAS in Health Sciences at Potomac State College of West Virginia University.
- 5. Transitioning Athletic Training from a Program in the College of Physical Activity and Sport Sciences to a Division in the Department of Human Performance with Professional Programs within the School of Medicine**

Resolved: That the West Virginia University Board of Governors approves the transition of Athletic Training from a program in the College of Physical Activity and Sport Sciences to a Division in the Department of Human Performance with Professional Programs within the School of Medicine. (It is noted for the record that this should have been an Information Item on the February 8, 2019 meeting agenda – but was included instead as an item on the Consent Agenda.)

6. Use of Ruby Farm by the West Virginia National Guard

Resolved: That, pursuant to BOG Governance Rule 5.1, the West Virginia University Board of Governors approves the granting of a land use permit and license to the State of West Virginia, Adjutant General's Department, for the West Virginia National Guard to use the Ruby Farm, located in Reedsville, WV, for military training and maneuver purposes.

7. Milan Puskar Center Home Team Locker Renovation

Resolved: That the West Virginia University Board of Governors approves the design-phase for this project, namely the Milan Puskar Center Home Team Locker Renovation, as presented.

8. Jackson's Mill STEM Building

Resolved: That the West Virginia University Board of Governors approves the construction of this project with a total budget of \$1,400,000, as presented.

9. Interim Appointment to the West Virginia University Health System Board of Directors

Resolved: That the West Virginia University Board of Governors approves the appointment discussed in executive session to replace Rick Pill, on an interim basis, on the West Virginia University Health System Board of Directors

10. Authorizing Resolution of the West Virginia University Board of Governors in connection with an Energy Savings Contract Phase 3D for the Downtown, Evansdale, and Health Sciences Center campuses of the University relating to a previously approved energy savings program being implemented through a Master Performance Contracting Agreement and financed through lease purchase financing in an amount not to exceed \$4,715,377

Resolved: That the West Virginia University Board of Governors approves the entry of an Energy Savings Contract Phase 3D, as presented.

11. Appointment to County Extension Committees

Resolved: That the West Virginia University Board of Governors approves the nominees and alternates for positions on the County Extension Service Committees in West Virginia, as presented.

ADJOURNMENT

Chairman Wilmoth announced that the Board will conduct its next regular meeting on April 12, 2019 in Morgantown. There being no further business to come before the Board, Thomas Flaherty moved to adjourn the meeting. The motion was seconded by Marty Becker and passed. The meeting was adjourned at 10:50 a.m.

Taunja Willis Miller, Secretary

WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS

March 19, 2019

The one hundred sixty-seventh meeting of the West Virginia University Board of Governors (scheduled as a Special Board Meeting) was held on March 19, 2019 in Morgantown, WV. Board members in attendance/participating by telephone included Marty Becker, Elmer Coppoolse, Dr. Stanley Hileman, Thomas Heywood, Lisa A. Martin, J. Thomas Jones, Taunja Willis Miller, Richard Pill, Ed Robinson, J. Robert (J.R.) Rogers, Benjamin Statler, Dr. Matthew Valenti, and William Wilmoth. Board members, David Alvarez, Charles L. Capito, Jr., Isaac Obioma, and Dr. Kimberly Weaver, were absent and excused.

WVU officers, divisional campus officers, representatives (and others) participating included:

President, E. Gordon Gee;
Provost, Joyce McConnell;
Vice President for Strategic Initiatives, Rob Alsop;
Vice President for University Relations, Sharon Martin;
General Counsel, Stephanie Taylor;
Vice Provost, John Campbell;
Vice Provost for Academic Strategies, Curriculum and Assessment,
Paul Kreider;
Associate Provost for Budget, Facilities and Strategic Initiatives,
Mark Gavin;
Vice President for Finance and Chief Financial Officer, Paula Congelio;
Director of Communications and Marketing for Strategic Initiatives,
Erin Newmeyer;
Executive Officer and Assistant Board Secretary, Jennifer Fisher;
Special Assistant to the Board of Governors, Valerie Lopez.

Members of the press were also present.

CALL TO ORDER

The meeting was called to order by Chairman William Wilmoth at 9:30 a.m. A roll call was taken to determine who was in attendance and a quorum established,

EXECUTIVE SESSION

Chairman Wilmoth requested a motion that the Board go into Executive Session, under authority in West Virginia Code §§6-9A-4(b)(2)(A), (b)(9), (b)(10) and (b)(12) to discuss legal, personnel, and deliberative matters; matters not considered public records; possible naming opportunity related to an academic unit; matters related to construction planning, commercial competition matters, the purchase, sale or lease of property, and/or the investment of public funds. The motion was made by J. Robert (J.R.) Rogers, seconded by J.

Thomas Jones and passed. Following the conclusion of Executive Session, Lisa A. Martin moved that the Board rise from Executive Session. This motion was seconded by Thomas Heywood and passed.

DISCUSSIONS/ACTIONS EMANATING FROM EXECUTIVE SESSION

Chairman Wilmoth stated that there were no actions emanating from today's Executive Session discussions.

POSSIBLE DISCUSSION AND ACTION RELATING TO THE LEASING OF THE MONTGOMERY CAMPUS AND RELATED ITEMS

Vice President for Strategic Initiatives, Rob Alsop, provided background on the two action items contained within today's meeting agenda, namely:

(1) Termination of Lease-Purchase Agreement between WVU and KVC

The University and KVC Foundation, Inc., a private nonprofit 501(c)(3) organization, ("KVC") executed a Lease-Purchase Agreement, dated July 13, 2017, and Amendment One to the Lease-Purchase Agreement, dated July 1, 2018 (collectively referred to as the "Lease").

On January 17, 2019, KVC formally notified the University that, among other things, its intended use of the campus was no longer feasible or sustainable. The University and KVC have entered good faith negotiations and are close to finalizing a settlement of this matter.

Therefore, pursuant to BOG Governance Rule 5.1, the university is seeking authorization for the termination of the Lease-Purchase Agreement between the University and KVC Foundation, Inc., regarding the former campus of West Virginia University Institute of Technology in Montgomery, WV, and, in so doing, further authorize the Vice President for Strategic Initiatives to take all necessary steps to finalize a reasonable resolution of the matter consistent with the terms discussed in Executive Session, including the authority of the Chair, Vice Chair, President, or the Vice President for Strategic Initiatives to prepare, execute, or deliver any communications, agreements, or other documents that they deem necessary in order to complete the termination of the aforementioned Lease-Purchase Agreement; AND

(2) Lease of the Neal Baisi Athletic Center to the YMCA of Kanawha Valley

WVU seeks to grant a short-term lease of the Neal Baisi Athletic Center, located in Montgomery, WV to the YMCA of Kanawha Valley. The term of the lease will be for less than six (6) months.

The proposed lease will further the University's commitment to the Upper Kanawha Valley and permit the YMCA of Kanawha Valley to continue its current operations within Montgomery, WV.

Therefore, pursuant to BOG Governance Rule 5.1, the university is seeking approval for the granting of a lease of the Neal Baisi Athletic Center, located in Montgomery, WV, to the YMCA of Kanawha Valley, for a term of less than six (6) months.

Whereupon, Marty Becker moved that the West Virginia University Board of Governors authorizes the negotiations associated with the termination of the Lease-Purchase Agreement between the University and KVC Foundation, as described above and further discussed in today's Executive Session, subject to the provisions identified today to satisfy WVU as to the financial performance of KVC Foundation, Inc; and further, that the WVU BOG approves the granting of a lease of the Neal Baisi Athletic Center, located in Montgomery, WV, to the UMCA of Kanawha Valley, for a term of less than six (6) months. This motion was seconded by Elmer Coppoolse and passed.

ADJOURNMENT

There being no further business to come before the Board, J. Robert (J.R.) Rogers moved to adjourn the meeting. The motion was seconded by Lisa A. Martin and passed. The meeting was adjourned at 10:20 a.m.

Taunja Willis Miller, Secretary

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: FY2019 Quarterly Financial Report for Activity through December 31, 2018

INSTITUTION: West Virginia University

COMMITTEE: Full Board

RECOMMENDATION: Information Only

STAFF MEMBER: Paula Congelio
Vice President for Finance/Chief Financial Officer

Anjali Halabe
Associate Vice President for Finance

BACKGROUND: The Quarterly Financial Report through December 31, 2018 includes the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position for Board review. The following is an executive summary:

Assets

Total assets and deferred outflows of resources have increased by \$183.0 million since June 2018 mainly due to increases in cash and accounts receivable. The increase in accounts receivable from June 2018 is due to student charges owed to the University for Spring 2019 tuition and housing. These increases were partially offset by a decrease in noncurrent restricted investments (bond funded capital activity) and capital assets, net. The decrease in capital assets was partially due to the conveyance of property in Montgomery, WV to BridgeValley Community and Technical College.

Liabilities

Total liabilities and deferred inflows of resources increased by \$193.1 million since June 2018 primarily due to an increase in unearned revenue attributable to charges billed to students for Spring 2019 but not yet earned by the University, and deferred inflows related to the University's dining services contract with Sodexo that was effective in August 2018.

Revenues

Total revenue is \$29.3 million, or 5.3%, lower than the previous year. After excluding capital grants and gift revenue, total revenue is \$16.4 million, or 3.0%, lower than the previous year. The decrease is mainly due to a decrease in tuition and fees due to a decline in enrollment, a decrease in room and board revenue due to the University's contract with Sodexo, a decrease in investment income (due to a decrease in unrealized gains) and a decrease in capital grants and gifts revenue due to a decline in the donation of right-to-use software. These decreases were partially offset by an increase in state appropriations, which was primarily due to appropriations for the Blanchette Rockefeller Neurosciences Institute (BRNI) and pay increases, and an increase in revenue from nongovernmental grants and contracts at the Health Sciences Center.

Expenses

Total expenses decreased from prior year by approximately \$934,000 mainly in supplies and other services. This decrease was primarily due to the transition to the contracted food and dining services program with Sodexo. This decrease was partially offset by an increase in salaries and wages. Salaries and wages increased mainly due to increases in academic salaries, including those at the Health Sciences Center, and non-classified salaries. These increases were partially offset by decreases in salaries for classified staff.

Net Position

As a result of the revenue and expense activity through the second quarter, and adjusting for capital revenue, the University experienced a decrease in net position of approximately \$15.7 million (compared to a decrease of \$1 million in the prior year).

After adjusting the decrease in net position to additionally exclude the effects of unrealized investment losses and other extraordinary items, the University ended the second quarter with a negative margin of \$6.3 million (compared to a positive margin of \$3.1 million in the same period of the prior year).

After excluding OPEB and pension liabilities, unrestricted net position would be a positive \$86.5 million.

West Virginia University Combined
Financial Performance As of December 31, 2018 and 2017

	FY 2019				FY 2018			
	FY 2019 Budget	FY 2019 Projected	YTD Actual (Dec. 2018)	% Actual/Projected	FY 2018 Actual Year-End	YTD Actual (Dec. 2017)	% Actual/Year-End	% Difference

Revenues:

Tuition and Fees	\$ 441,614,000	\$ 407,530,000	\$ 206,158,000	50.6%	\$ 411,796,000	\$ 210,842,000	51.2%	-0.6%
State Appropriations	\$ 180,844,000	\$ 181,227,000	\$ 90,246,000	49.8%	\$ 175,173,000	\$ 87,829,000	50.1%	-0.3%
Grants and Contracts	\$ 231,498,000	\$ 232,985,000	\$ 113,708,000	48.8%	\$ 259,946,000	\$ 124,133,000	47.8%	1.0%
Auxiliaries	\$ 153,385,000	\$ 133,889,000	\$ 72,535,000	54.2%	\$ 152,679,000	\$ 80,520,000	52.7%	1.5%
Other Revenues	\$ 91,490,000	\$ 95,490,000	\$ 38,681,000	40.5%	\$ 117,753,000	\$ 46,944,000	39.9%	0.6%
Other Appropriations	\$ 10,605,000	\$ 10,605,000	\$ 3,906,000	36.8%	\$ 9,725,000	\$ 4,308,000	44.3%	-7.5%
Total Revenues	\$ 1,109,436,000	\$ 1,061,726,000	\$ 525,234,000	49.5%	\$ 1,127,072,000	\$ 554,576,000	49.2%	0.3%

Expenses:

Salaries and Wages	\$ 544,393,000	\$ 529,208,000	\$ 264,902,000	50.1%	\$ 513,492,000	\$ 256,246,000	49.9%	0.2%
Benefits	\$ 166,836,000	\$ 162,540,000	\$ 74,766,000	46.0%	\$ 154,552,000	\$ 77,364,000	50.1%	-4.1%
Supplies and Other Services	\$ 231,297,000	\$ 215,940,000	\$ 103,968,000	48.1%	\$ 231,556,000	\$ 109,276,000	47.2%	0.9%
Depreciation and Amortization	\$ 73,595,000	\$ 73,595,000	\$ 36,172,000	49.2%	\$ 78,140,000	\$ 38,403,000	49.1%	0.1%
Utilities	\$ 31,656,000	\$ 30,156,000	\$ 13,907,000	46.1%	\$ 32,156,000	\$ 16,226,000	50.5%	-4.4%
Scholarship and Fellowship	\$ 38,986,000	\$ 44,670,000	\$ 21,575,000	48.3%	\$ 38,657,000	\$ 19,649,000	50.8%	-2.5%
Debt Service	\$ 35,178,000	\$ 34,578,000	\$ 16,817,000	48.6%	\$ 32,787,000	\$ 16,904,000	51.6%	-3.0%
Other Expenses	\$ 2,200,000	\$ 2,200,000	\$ 3,195,000	145.2%	\$ 4,632,000	\$ 2,168,000	46.8%	98.4%
Total Expenses	\$ 1,124,141,000	\$ 1,092,887,000	\$ 535,302,000	47.6%	\$ 1,085,972,000	\$ 536,236,000	49.4%	-1.8%

West Virginia University Combined
Financial Performance As of December 31, 2018 and 2017

	FY 2019				FY 2018			
	FY 2019 Budget	FY 2019 Projected	YTD Actual (Dec. 2018)	% Actual/Projected	FY 2018 Actual Year-End	YTD Actual (Dec. 2017)	% Actual/Year-End	% Difference

Net Position:

Increase/(Decrease) in Net Position	\$ (14,705,000)	\$ (31,161,000)	\$ (10,068,000)
Less Capital Grants & Contracts	\$ (7,097,000)	\$ (7,097,000)	\$ (5,635,000)
Change in Net Position before Capital	\$ (21,802,000)	\$ (38,258,000)	\$ (15,703,000)

\$ 41,100,000	\$ 18,340,000
\$ (27,642,000)	\$ (19,208,000)
\$ 13,458,000	\$ (868,000)

Effect of GASB 45 Accrual	\$ 13,253,000	\$ 13,253,000	\$ -
Amortization of Donated Software	\$ 4,657,000	\$ 8,374,000	\$ 2,522,800
Depreciation of Public/Private Assets	\$ 5,150,000	\$ 5,164,000	\$ 2,452,300
Reversal of Unrealized Investment (Gains)/Losses	\$ (250,000)	\$ (250,000)	\$ 4,409,000
Net Pension Expense	\$ 966,000	\$ 966,000	\$ -
Asbestos Accrual (GASB 49)	\$ -	\$ -	\$ -
Income Before Other Activity without GASB 45 Accrual and Unrealized Investment Gains/(Losses)	\$ 1,974,000	\$ (10,751,000)	\$ (6,318,900)

\$ 8,503,000	\$ 3,326,000
\$ 8,374,000	\$ 4,077,000
\$ 5,164,000	\$ 2,719,000
\$ (3,320,000)	\$ (6,152,000)
\$ 76,000	\$ -
\$ 93,000	\$ -
\$ 32,348,000	\$ 3,102,000

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Annual Report of the Classified Staff Representative to the Board of Governors

INSTITUTION: West Virginia University

COMMITTEE: Full Board

RECOMMENDATION: Information Only/Board Presentation

STAFF MEMBER: Lisa A. Martin
Classified Staff Representative

BACKGROUND: Each year the classified staff representative on the Board of Governors provides an overview or annual report on initiatives, progress and future goals of this constituency group. Lisa A. Martin, the current classified staff representative, and other members of her constituency will make this presentation during today's meeting.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Annual Report of the Student Government Association Representative to the Board of Governors

INSTITUTION: West Virginia University

COMMITTEE: Full Board

RECOMMENDATION: Information Only/Board Presentation

STAFF MEMBER: Isaac Obioma
Student Government Association Representative

BACKGROUND: Each year the student government association representative on the Board of Governors provides an overview or annual report on initiatives, progress and future goals of this constituency group. Isaac Obioma, the current student government association representative, along with other members of his constituency, will make this presentation during today's meeting.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: FY 2019-2020 Tuition and Fees

INSTITUTION: West Virginia University

COMMITTEES: Full Board

RECOMMENDATION: Approval of the tuition and fee schedules for the upcoming academic year.

STAFF MEMBERS: Paula Congelio,
Vice President and Chief Financial Officer

BACKGROUND: General University and Divisional Campus Increases for 2019-2020 (per semester)

At this board meeting we are seeking approval of the following fees as further detailed in the fee schedules:

- 1. University Tuition and Fees**
- 2. Program Fees – Laptop Fees**
- 3. Administrative Fees**
 - a. Late Registration Fee (NEW)**
 - b. Student Health Insurance**
 - c. International Student Fee for Summer (NEW)**
 - d. ID Card Replacement**
 - e. Orientation Fee**
- 4. Instrument and Materials Fees**
- 5. Room Fees**
- 6. Board Fees (Meal Plans)**
- 7. Apartment Rates**
- 8. Online Fees**

See below for summary of fee increases per semester unless noted:

1. University Tuition and Fees

Resident Undergraduate Increases:

WVU - \$60 or 1.36%, with college tuition the effective increases range from 1.26% to 1.69%.

Potomac State College (includes Metro)– Increase ranges from \$24 to \$60 or 1.07% to 1.42%, with program tuition the effective increases range from 1.02% to 1.57%.

WVUIT – \$48 or 1.29%, with program tuition the effective increases range from .92% to 1.27% excluding the Nursing program which has an effective increase of 8.25%. The Nursing Program increase aligns the pricing of University and Program Tuition costs across all three campuses.

Non-Resident Undergraduate Increases:

WVU - \$180 or 1.44%, with college tuition the effective increases range from 1.22% to 1.80%.

Potomac State College – Increase ranges from \$84 to \$96 or 1.48% to 1.51%, with program tuition the effective increases range from 1.45% to 1.52%.

WVUIT - \$132 or 1.42%, with program tuition the effective increases range from 1.37% to 1.40% excluding the Nursing program which has an effective increase of 28.09%. The Nursing Program increase aligns the pricing of University and Program Tuition costs across all three campuses.

Resident Graduate Increases:

WVU - \$72 or 1.44%, with college tuition the effective increases range from .6% to 1.94%.

Non-resident Graduate Increases:

WVU - \$189 or 1.47%, with college tuition the effective increases range from .95% to 1.87%.

Resident Professional Increases:

WVU – HSC - \$72 or 1.44%, with college tuition the effective increases range from 1.49% to 2.38%.

Non-resident Professional Increases:

WVU – HSC - \$189 or 1.47%, with college tuition the effective increases range from 1.33% to 2.28%.

2. Program Fees

WVU - HSC Laptop Fees – change in fees range from (\$20) to \$295.

PSC - Community Interest Course Fees – increase of \$24.

3. Administrative Fees

WVU – PSC – WVUIT - Late Registration Fee (NEW-Spring 2020)
- \$50

WVU – WVUIT - Student Health Insurance – For Fall/Spring semesters, increase from \$1,000 to \$1,086 for an 8.6% increase. For Summer semester, increase from \$504 to \$546 for an 8.3% increase.

WVU - International Student Fee for Summer (NEW) - \$100

PSC – ID Card Replacement – increase of \$10

PSC – Orientation Fee – increase of \$25

4. Instrument and Materials Fees

WVU HSC - Annual change in fees ranges from (\$877) to \$1,309.

5. Room Fees

WVU – PSC– increase of 3%

WVUIT – increase of 1.5%

6. Board Fees (Meal Plans)

WVU – Designed new board plans for 2019-2020. The median meal plan is increasing 3%. The most expensive meal plan proposed, Anytime Dining with \$800 Dining dollars, is 1% less than the most expensive plan last year.

PSC – Increases between \$54 and \$68 or 2.98% to 3.02%.

WVUIT - Increases between \$54 and \$66 or 2.99% to 3.01%.

7. Apartment Rates

WVU – The rates are the maximum monthly amount to be charged. Change in rates ranges from \$40 to \$70 or 3.38% to 6.80%.

8. Online Fees

WVU – PSC - Online Learning Fee (OLF) - The OLF is a new fee effective AY2019-2020. The fee is assessed per credit hour at \$75 undergraduate or \$100 graduate with no cap and is applied to all hours taken by a student in an online major priced at market rates. Students charged the OLF are also charged Online Tuition (instead of University Tuition) and they are NOT charged University Fees.

WVU – PSC - Priced to Market rates– Certain majors are priced to market.

WVU Undergraduate Charging One Rate (Resident Rate) – Added Arts & Sciences Regents Bachelor of Arts (RBA) and Media Multidisciplinary Studies (MDS).

WVU Graduate/Professional Charging One Rate (Resident Rate) – Added Arts & Sciences Social Work (MSW) and Education and Human Services Program Evaluation Certificate.

WVU Winter Intersession – Added Graduate rate of \$559.

BOARD OF GOVERNORS (BOG) FEE SCHEDULE
West Virginia University - Main Campus
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

Fees approved by the Board may be reduced on an individual or program basis by scholarships awarded, programs designed to retain undergraduate students for graduate programs, or other military, reciprocity, or other articulation agreements.

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Undergraduate

	Resident Undergraduate 2018-2019	Resident Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase		Non-resident Undergraduate 2018-2019	Non-resident Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$3,768.00	\$3,828.00	\$60.00			\$11,820.00	\$12,000.00	\$180.00	
University Fees	\$660.00	\$660.00	\$0.00			\$660.00	\$660.00	\$0.00	
College Tuition									
Agriculture, Natural Resources and Design	\$504.00	\$516.00	\$12.00			\$612.00	\$624.00	\$12.00	
Arts & Sciences	\$408.00	\$420.00	\$12.00			\$660.00	\$672.00	\$12.00	
Biochemistry	\$504.00	\$516.00	\$12.00			\$660.00	\$672.00	\$12.00	
Interactive Design for Media		\$468.00	NEW				\$684.00	NEW	
Business and Economics	\$636.00	\$648.00	\$12.00			\$840.00	\$852.00	\$12.00	
Creative Arts	\$456.00	\$468.00	\$12.00			\$672.00	\$684.00	\$12.00	
Education & Human Services	\$324.00	\$324.00	\$0.00			\$444.00	\$456.00	\$12.00	
Engineering & Mineral Resources	\$720.00	\$732.00	\$12.00			\$1,056.00	\$1,068.00	\$12.00	
Media	\$324.00	\$324.00	\$0.00			\$432.00	\$444.00	\$12.00	
Physical Activity & Sports Science	\$336.00	\$336.00	\$0.00			\$420.00	\$432.00	\$12.00	
Total Student Tuition and Fees									
Regular	\$4,428.00	\$4,488.00	\$60.00	1.36%		\$12,480.00	\$12,660.00	\$180.00	1.44%
Agriculture, Natural Resources and Design	\$4,932.00	\$5,004.00	\$72.00	1.46%		\$13,092.00	\$13,284.00	\$192.00	1.47%
Arts & Sciences	\$4,836.00	\$4,908.00	\$72.00	1.49%		\$13,140.00	\$13,332.00	\$192.00	1.46%
Biochemistry	\$4,932.00	\$5,004.00	\$72.00	1.46%		\$13,140.00	\$13,332.00	\$192.00	1.46%
Interactive Design for Media		\$4,956.00	NEW				\$13,344.00	NEW	
Business and Economics	\$5,064.00	\$5,136.00	\$72.00	1.42%		\$13,320.00	\$13,512.00	\$192.00	1.44%
Creative Arts	\$4,884.00	\$4,956.00	\$72.00	1.47%		\$13,152.00	\$13,344.00	\$192.00	1.46%
Education & Human Services	\$4,752.00	\$4,812.00	\$60.00	1.26%		\$12,924.00	\$13,116.00	\$192.00	1.49%
Engineering & Mineral Resources	\$5,148.00	\$5,220.00	\$72.00	1.40%		\$13,536.00	\$13,728.00	\$192.00	1.42%
Media	\$4,752.00	\$4,812.00	\$60.00	1.26%		\$12,912.00	\$13,104.00	\$192.00	1.49%
Physical Activity & Sports Science	\$4,764.00	\$4,824.00	\$60.00	1.26%		\$12,900.00	\$13,092.00	\$192.00	1.49%

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Undergraduate - Health Sciences

	Resident Undergraduate 2018-2019	Resident Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase		Non-resident Undergraduate 2018-2019	Non-resident Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$3,768.00	\$3,828.00	\$60.00			\$11,820.00	\$12,000.00	\$180.00	
University Fees	\$660.00	\$660.00	\$0.00			\$660.00	\$660.00	\$0.00	
College Tuition									
Dental Hygiene	\$1,500.00	\$1,524.00	\$24.00			\$2,964.00	\$3,012.00	\$48.00	
Medical Laboratory Science	\$540.00	\$564.00	\$24.00			\$1,512.00	\$1,584.00	\$72.00	
Medicine	\$828.00	\$852.00	\$24.00			\$2,292.00	\$2,292.00	\$0.00	
Nursing	\$1,356.00	\$1,380.00	\$24.00			\$1,356.00	\$1,380.00	\$24.00	
Pharmacy	\$348.00	\$348.00	\$0.00			\$348.00	\$348.00	\$0.00	
Pharm D. - Traditional (R1, R2)	\$6,300.00	\$6,396.00	\$96.00			\$8,784.00	\$8,916.00	\$132.00	
Public Health	\$348.00	\$348.00	\$0.00			\$1,044.00	\$1,044.00	\$0.00	
Total Student Tuition and Fees									
Dental Hygiene	\$5,928.00	\$6,012.00	\$84.00	1.42%		\$15,444.00	\$15,672.00	\$228.00	1.48%
Medical Laboratory Science	\$4,968.00	\$5,052.00	\$84.00	1.69%		\$13,992.00	\$14,244.00	\$252.00	1.80%
Medicine	\$5,256.00	\$5,340.00	\$84.00	1.60%		\$14,772.00	\$14,952.00	\$180.00	1.22%
Nursing	\$5,784.00	\$5,868.00	\$84.00	1.45%		\$13,836.00	\$14,040.00	\$204.00	1.47%
Pharmacy	\$4,776.00	\$4,836.00	\$60.00	1.26%		\$12,828.00	\$13,008.00	\$180.00	1.40%
Pharm D. - Traditional (R1, R2)	\$10,728.00	\$10,884.00	\$156.00	1.45%		\$21,264.00	\$21,576.00	\$312.00	1.47%
Public Health	\$4,776.00	\$4,836.00	\$60.00	1.26%		\$13,524.00	\$13,704.00	\$180.00	1.33%

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Royal University for Women¹

Pricing per Credit Hour	Non-resident Undergraduate 2018-2019	Non-resident Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$504.00	\$504.00	\$0.00	
University Fees	\$0.00	\$0.00	\$0.00	
Total Student Tuition and Fees	\$504.00	\$504.00	\$0.00	

¹ This fee schedule is applicable to students with a Bahrain course campus code of "CBA" and a Bahrain student campus of "SBA".

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Graduate and Professional

	Resident Graduate 2018-2019	Resident Graduate 2019-2020	Increase/ (Decrease)	Percentage Increase		Non-resident Graduate 2018-2019	Non-resident Graduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$4,338.00	\$4,410.00	\$72.00			\$12,231.00	\$12,420.00	\$189.00	
University Fees	\$657.00	\$657.00	\$0.00			\$657.00	\$657.00	\$0.00	
College Tuition									
Agriculture, Natural Resources and Design	\$495.00	\$504.00	\$9.00			\$612.00	\$621.00	\$9.00	
Arts & Sciences	\$378.00	\$387.00	\$9.00			\$675.00	\$684.00	\$9.00	
Business and Economics	\$2,880.00	\$2,925.00	\$45.00			\$5,067.00	\$5,139.00	\$72.00	
Clinical Doctorate in Audiology	\$963.00	\$981.00	\$18.00			\$1,125.00	\$1,143.00	\$18.00	
Creative Arts	\$459.00	\$468.00	\$9.00			\$648.00	\$657.00	\$9.00	
Education & Human Services ¹	\$351.00	\$360.00	\$9.00			\$504.00	\$513.00	\$9.00	
Engineering & Mineral Resources	\$720.00	\$729.00	\$9.00			\$1,062.00	\$1,080.00	\$18.00	
Law	\$7,047.00	\$7,047.00	\$0.00			\$7,047.00	\$7,047.00	\$0.00	
Media	\$324.00	\$333.00	\$9.00			\$432.00	\$441.00	\$9.00	
Physical Activity & Sports Science	\$207.00	\$216.00	\$9.00			\$243.00	\$252.00	\$9.00	
Total Student Tuition and Fees									
Regular	\$4,995.00	\$5,067.00	\$72.00	1.44%		\$12,888.00	\$13,077.00	\$189.00	1.47%
Agriculture, Natural Resources and Design	\$5,490.00	\$5,571.00	\$81.00	1.48%		\$13,500.00	\$13,698.00	\$198.00	1.47%
Arts & Sciences	\$5,373.00	\$5,454.00	\$81.00	1.51%		\$13,563.00	\$13,761.00	\$198.00	1.46%
Business and Economics	\$7,875.00	\$7,992.00	\$117.00	1.49%		\$17,955.00	\$18,216.00	\$261.00	1.45%
Clinical Doctorate in Audiology	\$5,958.00	\$6,048.00	\$90.00	1.51%		\$14,013.00	\$14,220.00	\$207.00	1.48%
Creative Arts	\$5,454.00	\$5,535.00	\$81.00	1.49%		\$13,536.00	\$13,734.00	\$198.00	1.46%
Education & Human Services ¹	\$5,346.00	\$5,427.00	\$81.00	1.52%		\$13,392.00	\$13,590.00	\$198.00	1.48%
Engineering & Mineral Resources	\$5,715.00	\$5,796.00	\$81.00	1.42%		\$13,950.00	\$14,157.00	\$207.00	1.48%
Law	\$12,042.00	\$12,114.00	\$72.00	0.60%		\$19,935.00	\$20,124.00	\$189.00	0.95%
Media	\$5,319.00	\$5,400.00	\$81.00	1.52%		\$13,320.00	\$13,518.00	\$198.00	1.49%
Physical Activity & Sports Science	\$5,202.00	\$5,283.00	\$81.00	1.56%		\$13,131.00	\$13,329.00	\$198.00	1.51%

¹ Applies to all graduate majors in the college except the Clinical Doctorate in Audiology.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Graduate - Health Sciences

	Resident Graduate 2018-2019	Resident Graduate 2019-2020	Increase/ (Decrease)	Percentage Increase		Non-resident Graduate 2018-2019	Non-resident Graduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$4,338.00	\$4,410.00	\$72.00			\$12,231.00	\$12,420.00	\$189.00	
University Fees	\$657.00	\$657.00	\$0.00			\$657.00	\$657.00	\$0.00	
College Tuition									
Dental Hygiene	\$1,386.00	\$1,404.00	\$18.00			\$4,194.00	\$4,257.00	\$63.00	
Dentistry (post D.D.S.)	\$1,962.00	\$2,025.00	\$63.00			\$4,905.00	\$5,049.00	\$144.00	
Medicine	\$891.00	\$900.00	\$9.00			\$2,799.00	\$2,844.00	\$45.00	
Nursing	\$1,107.00	\$1,125.00	\$18.00			\$1,107.00	\$1,125.00	\$18.00	
Occupational Therapy	\$810.00	\$819.00	\$9.00			\$1,242.00	\$1,260.00	\$18.00	
Pathology Assistant	\$1,755.00	\$1,782.00	\$27.00			\$4,320.00	\$4,383.00	\$63.00	
Pharmacy	\$1,989.00	\$2,016.00	\$27.00			\$4,050.00	\$4,113.00	\$63.00	
Public Health Masters and Doctorate	\$2,133.00	\$2,133.00	\$0.00			\$5,148.00	\$5,148.00	\$0.00	
Physician Assistant ¹		\$5,600.00	NEW				\$3,589.00	NEW	
Total Student Tuition and Fees									
Dental Hygiene	\$6,381.00	\$6,471.00	\$90.00	1.41%		\$17,082.00	\$17,334.00	\$252.00	1.48%
Dentistry (post D.D.S.)	\$6,957.00	\$7,092.00	\$135.00	1.94%		\$17,793.00	\$18,126.00	\$333.00	1.87%
Medicine	\$5,886.00	\$5,967.00	\$81.00	1.38%		\$15,687.00	\$15,921.00	\$234.00	1.49%
Nursing	\$6,102.00	\$6,192.00	\$90.00	1.47%		\$13,995.00	\$14,202.00	\$207.00	1.48%
Occupational Therapy	\$5,805.00	\$5,886.00	\$81.00	1.40%		\$14,130.00	\$14,337.00	\$207.00	1.46%
Pathology Assistant	\$6,750.00	\$6,849.00	\$99.00	1.47%		\$17,208.00	\$17,460.00	\$252.00	1.46%
Pharmacy	\$6,984.00	\$7,083.00	\$99.00	1.42%		\$16,938.00	\$17,190.00	\$252.00	1.49%
Public Health Masters and Doctorate	\$7,128.00	\$7,200.00	\$72.00	1.01%		\$18,036.00	\$18,225.00	\$189.00	1.05%
Physician Assistant ¹		\$10,667.00	NEW				\$16,666.00	NEW	

¹ First students will be accepted into program in January 2020.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Professional - Health Sciences

	Resident Professional 2018-2019	Resident Professional 2019-2020	Increase/ (Decrease)	Percentage Increase		Non-resident Professional 2018-2019	Non-resident Professional 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$4,338.00	\$4,410.00	\$72.00			\$12,231.00	\$12,420.00	\$189.00	
University Fees	\$657.00	\$657.00	\$0.00			\$657.00	\$657.00	\$0.00	
Health Sciences Tuition									
Dental Professional	\$7,461.00	\$7,686.00	\$225.00			\$14,769.00	\$15,210.00	\$441.00	
Certified Registered Nurse Anesthetist		\$6,192.00	NEW				\$6,192.00	NEW	
Doctorate of Nursing Practice ¹		\$1,125.00	NEW				\$1,125.00	NEW	
Medical Professional (M1-M3)	\$5,724.00	\$5,814.00	\$90.00			\$8,181.00	\$8,307.00	\$126.00	
Medical Professional (M4)	\$10,629.00	\$10,791.00	\$162.00			\$17,784.00	\$18,054.00	\$270.00	
Pharm D. - Traditional (RA,RB)	\$5,733.00	\$5,823.00	\$90.00			\$8,379.00	\$8,505.00	\$126.00	
Pharm D. - Traditional (R3,R4)	\$4,095.00	\$4,158.00	\$63.00			\$5,094.00	\$5,166.00	\$72.00	
Physical Therapy Doctorate	\$1,287.00	\$1,350.00	\$63.00			\$1,368.00	\$1,368.00	\$0.00	
Total Student Tuition and Fees									
Dental Professional	\$12,456.00	\$12,753.00	\$297.00	2.38%		\$27,657.00	\$28,287.00	\$630.00	2.28%
Certified Registered Nurse Anesthetist		\$11,259.00	NEW				\$19,269.00	NEW	
Doctorate of Nursing Practice ¹		\$6,192.00	NEW				\$14,202.00	NEW	
Medical Professional (M1-M3)	\$10,719.00	\$10,881.00	\$162.00	1.51%		\$21,069.00	\$21,384.00	\$315.00	1.50%
Medical Professional (M4)	\$15,624.00	\$15,858.00	\$234.00	1.50%		\$30,672.00	\$31,131.00	\$459.00	1.50%
Pharm D. - Traditional (RA,RB)	\$10,728.00	\$10,890.00	\$162.00	1.51%		\$21,267.00	\$21,582.00	\$315.00	1.48%
Pharm D. - Traditional (R3,R4)	\$9,090.00	\$9,225.00	\$135.00	1.49%		\$17,982.00	\$18,243.00	\$261.00	1.45%
Physical Therapy Doctorate	\$6,282.00	\$6,417.00	\$135.00	2.15%		\$14,256.00	\$14,445.00	\$189.00	1.33%

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester
Academic Year 2019-2020

West Virginia University
Housing and Residence Life - Room Rates

	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Increase
Residence Hall Rooms¹				
Single Room	\$3,550.00	\$3,657.00	\$107.00	3.01%
Double room	\$2,830.00	\$2,915.00	\$85.00	3.00%
Triple room	\$2,684.00	\$2,765.00	\$81.00	3.02%
Quad room	\$2,527.00	\$2,603.00	\$76.00	3.01%
Single Occupancy in Double Room	\$4,057.00	\$4,179.00	\$122.00	3.01%
Single suite	\$3,550.00	\$3,657.00	\$107.00	3.01%
Double suite	\$3,013.00	\$3,103.00	\$90.00	2.99%
Triple suite	\$2,983.00	\$3,072.00	\$89.00	2.98%
Quad suite	\$2,958.00	\$3,047.00	\$89.00	3.01%
Summit				
Single suite	\$3,651.00	\$3,761.00	\$110.00	3.01%
Double suite	\$3,099.00	\$3,192.00	\$93.00	3.00%
Stalnaker Hall				
Single room - shared or private bathroom	\$3,730.00	\$3,842.00	\$112.00	3.00%
Double suite	\$3,170.00	\$3,265.00	\$95.00	3.00%
Lincoln Hall				
Single room, shared bath	\$3,730.00	\$3,842.00	\$112.00	3.00%
Single suite, private bath	\$3,730.00	\$3,842.00	\$112.00	3.00%
Double suite	\$3,576.00	\$3,683.00	\$107.00	2.99%
Honors Hall				
Single suite	\$3,785.00	\$3,899.00	\$114.00	3.01%
Double suite	\$3,627.00	\$3,736.00	\$109.00	3.01%
Oakland Hall				
Double suite (with spa/pod bath)	\$4,057.00	\$4,178.00	\$121.00	2.98%
Seneca Hall				
Double suite	\$4,614.00	\$4,752.00	\$138.00	2.99%
Triple suite	\$4,378.00	\$4,509.00	\$131.00	2.99%
Quad suite	\$4,223.00	\$4,349.00	\$126.00	2.98%
University Park				
Freshmen Resident Experience		\$4,752.00	NEW	
Daily rate	\$25.00	\$26.00	\$1.00	4.00%

¹ Applies to Evansdale Residential Complex, Boreman, Dadisman, and Spruce House.

**Fee Planning Schedule - Per Semester
Academic Year 2019-2020**

**West Virginia University
Housing and Residence Life - Board Plans**

	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Increase
AY 2018-2019 BOARD PLANS				
Blue Plan: 160 meals per semester (includes \$300 Dining Dollars)	\$2,084.00	N/A	N/A	
Gold Plan: 220 meals per semester (includes \$300 Dining Dollars)	\$2,641.00	N/A	N/A	
Select Fifteen: 15 meals per week (includes \$50 Dining Dollars)	\$2,312.00	N/A	N/A	
Mountaineer: 20 meals per week (includes \$50 Dining Dollars)	\$2,629.00	N/A	N/A	
Blue & Gold Plan Refill ¹	\$195.00	N/A	N/A	
Commuter Meal Plans:				
Upper Class Elite: 80 meals/semester (includes \$100 Dining Dollars)	\$956.00	N/A	N/A	
Upper Class Elite: 48 meals/semester	\$496.00	N/A	N/A	
AY 2019-2020 BOARD PLANS				
Anytime Dining plus \$800 Dining Dollars		\$2,616.00	NEW	
13 Meals per week plus \$500 Dining Dollars		\$2,400.00	NEW	
10 Meals per week plus \$225 Dining Dollars		\$2,175.00	NEW	
Voluntary 190 Block plus \$175 Dining Dollars		\$2,275.00	NEW	
Voluntary 75 Block		\$999.00	NEW	
Voluntary 48 Block plus \$50 Dining Dollars		\$514.00	NEW	
Voluntary 20 Block		\$205.00	NEW	
Voluntary \$265 Dining Dollars		\$258.00	NEW	
Voluntary \$570 Dining Dollars		\$567.00	NEW	
Voluntary \$900 Dining Dollars		\$895.00	NEW	

¹ Not available as a stand-alone plan.

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Academic Year 2019-2020

West Virginia University Housing - Apartments and House¹ - monthly rate

	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Increase
College Park				
One bedroom/one bathroom	\$1,070.00	\$1,070.00	\$0.00	0.00%
Two bedroom/one bathroom	\$714.00	\$714.00	\$0.00	0.00%
Two bedroom/one bathroom (entire apartment)	\$1,009.00	\$1,049.00	\$40.00	3.96%
Two bedroom/two bathroom	\$749.00	\$749.00	\$0.00	0.00%
Two bedroom/two bathroom (entire apartment)	\$1,029.00	\$1,099.00	\$70.00	6.80%
Three Bedroom/three bathroom	\$729.00	\$729.00	\$0.00	0.00%
Four Bedroom/four bathroom	\$649.00	\$649.00	\$0.00	0.00%
Parking	\$30 / \$15	\$40 / \$20	\$10 / \$5	
North Street House (entire house)	\$1,095.00	\$1,095.00	\$0.00	0.00%
University Park				
One bedroom/one bathroom	\$1,450.00	\$1,499.00	\$49.00	3.38%
Two bedroom/one bathroom	\$900.00	\$900.00	\$0.00	0.00%
Four Bedroom/two bathroom	\$781.00	\$781.00	\$0.00	0.00%
Parking	\$65.00	\$80.00	\$15.00	23.08%
University Place				
Four bedroom	\$775.00	\$775.00	\$0.00	0.00%
Three bedroom	\$790.00	\$790.00	\$0.00	0.00%
Two bedroom	\$865.00	\$865.00	\$0.00	0.00%
Two bedroom townhome	\$820.00	\$820.00	\$0.00	0.00%
Three bedroom + den townhome	\$900.00	\$900.00	\$0.00	0.00%
Parking	\$95.00	\$125.00	\$30.00	31.58%
Vandalia				
One Bedroom	\$1,150.00	\$1,150.00	\$0.00	0.00%
Two Bedroom	\$720.00	\$720.00	\$0.00	0.00%
Two Bedroom - Family Unit	\$1,230.00	\$1,230.00	\$0.00	0.00%
Parking	\$150 / \$50	\$150 / \$50	\$0.00	0.00%
Fees				
Application	\$50.00	\$50.00	\$0.00	0.00%
Security Deposit	\$400.00	\$400.00	\$0.00	0.00%
Semester Lease Fee	\$50 / \$5.00	\$75 / \$100	\$25-\$50	
Transfer Fee	\$200.00	\$200.00	\$0.00	0.00%
Sublet Fee	\$200.00	\$200.00	\$0.00	0.00%

¹ Rates charged for a 12 month lease will not exceed rates shown but may be lower.

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Academic Year 2019-2020

West Virginia University Program Fees

Education and General Fees	2018-2019	2019-2020	Increase/ (Decrease)
Adventure Recreation Fee ¹	\$85.00	\$85.00	0.00
Adventure WV Fee ²	\$95.00	\$95.00	0.00
Emergency Medicine Certificate Program Fee (per credit hr) ³	\$140.00	\$140.00	0.00
Health Certification (per course) ⁴	\$200.00	\$200.00	0.00
Intensive English Program Tuition (per credit hour)	\$457.00	\$457.00	0.00
Laptop Fee CRNA ⁶	N/A	\$2,061.00	NEW
Laptop Fee Dental Hygiene ⁷	\$1,819.00	\$1,805.00	(14.00)
Laptop Fee Dentistry ⁶	\$2,130.00	\$2,148.00	18.00
Laptop Fee Medical Lab Science ⁶	N/A	\$1,714.00	NEW
Laptop Fee Medicine ⁶	\$2,003.00	\$2,298.00	295.00
Laptop Fee Nursing ⁶	\$1,767.00	\$1,776.00	9.00
Laptop Fee Occupational Therapy ⁶	\$2,086.00	\$2,066.00	(20.00)
Laptop Fee Pathology Assistant ⁶	\$1,804.00	\$1,801.00	(3.00)
Laptop Fee Pharmacy ⁶	\$1,943.00	\$1,929.00	(14.00)
Laptop Fee Physical Therapy ⁶	\$2,014.00	\$2,113.00	99.00
Music Applied Lesson Fee ⁵ (\$325 cap)	\$325.00	\$325.00	0.00
Online Learning Student Support Fee (per Credit Hr capped at \$75 per course)	\$25.00	\$25.00	0.00
Regents BA Portfolio Evaluation Fee per Credit Hour Awarded	\$10.00	\$10.00	0.00
Regents BA Portfolio Submission	\$300.00	\$300.00	0.00
Student Field Experience Fee (Non-Tax Deductible Costs)	Course Dependent	Course Dependent	
Student Field Experience Tuition (Tax Deductible Costs)	Course Dependent	Course Dependent	
Study Abroad Fee (Non-Tax Deductible Costs)	Course Dependent	Course Dependent	
Study Abroad Tuition (Tax Deductible Costs)	Course Dependent	Course Dependent	

¹ Charged for ADRC 111, 112, 121, 131, 211, 212, 222, 311, 321.

² Charged to students enrolled in WV Orientation Trips and Mountaineer Quest

³ Charged for EMCP 505, 506, 507, 508, 509, 510

⁴ Charged for SHED 401, 402, 403

⁵ Charged to students enrolled in Applied Music, Performance, Secondary Performance, Composition and Intro To Composition.

⁶ One time fee that is charged the student's first semester unless it is Summer. If student's first semester is Summer, then he/she is charged this fee in the Fall.

⁷ One time fee that is charged when a student enters the second year of the program.

Fee Planning Schedule - Per Semester
Academic Year 2019-2020

West Virginia University
Administrative Fees

	2018-2019	2019-2020	Increase/ (Decrease)
Application Fee - Undergraduate (Domestic)	\$50.00	\$50.00	\$0.00
Application Fee - Undergraduate (International)	\$65.00	\$65.00	\$0.00
Application Fee - Various Programs	Program Dependent	Program Dependent	N/A
Copy of Credentials for Student Placement	\$10.00	\$10.00	\$0.00
Course Fee for age 65 plus under BOG 14.4.1	\$50.00	\$50.00	\$0.00
Diploma Replacement	\$75.00	\$75.00	\$0.00
Exam for Advance Standing	\$50.00	\$50.00	\$0.00
High School Students (per credit hour)	\$75.00	\$75.00	\$0.00
I. D. Card Replacement	\$30.00	\$30.00	\$0.00
Interest Installment Payment Program	18.0%	18.0%	0.0%
International Student Fee - Fall & Spring semesters	\$300.00	\$300.00	\$0.00
International Student Fee - Summer semester		\$100.00	NEW
International Student Sponsor Fee ¹	\$300.00	\$300.00	\$0.00
Late Payment Percent of Outstanding Balance	2.25%	2.25%	0.0%
Late Registration Fee ²		\$50.00	NEW
Non-enrolled Graduate Student Evaluation Fee	\$150.00	\$150.00	\$0.00
Orientation Fee (Assessed to First Time Freshman)	\$125.00	\$125.00	\$0.00
Orientation Fee (Assessed to First Year First Semester Law Students) ³	\$100.00	\$100.00	\$0.00
Reinstatement Fee	\$250.00	\$250.00	\$0.00
Returned Check Fee	\$25.00	\$25.00	\$0.00
Rush order Transcript Fee (applies to all similar documents, e.g. apostille certifications)	\$18.00	\$18.00	\$0.00
Student Health Insurance - Fall & Spring semesters	\$1,000.00	\$1,086.00	\$86.00
Student Health Insurance - Summer semester	\$504.00	\$546.00	\$42.00
Student Reports (transcript after first)	\$12.00	\$12.00	\$0.00
Summer Service Access Fee	\$150.00	\$150.00	\$0.00
Transcript Fee (applies to all similar documents, e.g. apostille certifications)	\$12.00	\$12.00	\$0.00
Visiting Students	\$15.00	\$15.00	\$0.00

¹ Charged to students sponsored by a foreign government.

² This fee is assessed to all continuing students who initially register for the Fall or Spring semester after the first assessment. It is not assessed to students who subsequently

**Fee Planning Schedule - Per Semester
Academic Year 2019-2020**

**West Virginia University
Instrument and Materials Fees**

Optional Educational and General Fees	2018-2019			2019-2020			Increase Decrease
	Fall	Spring	Summer	Fall	Spring	Summer	
Dentistry Instrument and Materials Fee D1	\$ 4,757.00	\$ 2,659.00	\$ 3,471.00	\$ 4,689.00	\$ 2,943.00	\$ 3,563.00	\$ 308.00
Dentistry Instrument and Materials Fee D1-R	\$ 848.00	\$ 762.00	\$ 3,471.00	\$ 941.00	\$ 1,119.00	\$ 3,563.00	\$ 542.00
Dentistry Instrument and Materials Fee D2	\$ 2,681.00	\$ 3,338.00	\$ 1,628.00	\$ 2,241.00	\$ 3,020.00	\$ 1,552.00	\$ (834.00)
Dentistry Instrument and Materials Fee D2-R	\$ 1,705.00	\$ 3,338.00	\$ 1,448.00	\$ 1,262.00	\$ 3,020.00	\$ 1,332.00	\$ (877.00)
Dentistry Instrument and Materials Fee D3	\$ 2,530.00	\$ 1,275.00	\$ 1,120.00	\$ 2,486.00	\$ 1,721.00	\$ 1,542.00	\$ 824.00
Dentistry Instrument and Materials Fee D3-R	\$ 2,530.00	\$ 1,275.00	\$ 1,120.00	\$ 2,486.00	\$ 1,721.00	\$ 1,542.00	\$ 824.00
Dentistry Instrument and Materials Fee D4	\$ 1,726.00	\$ 1,801.00	\$ -	\$ 2,151.00	\$ 2,239.00	\$ -	\$ 863.00
Dentistry Instrument and Materials Fee D4-R	\$ 1,726.00	\$ 1,801.00	\$ -	\$ 2,151.00	\$ 2,239.00	\$ -	\$ 863.00
Dental Hygiene Instrument and Materials Fee Y1	\$ -	\$ -	\$ -	\$ 125.00	\$ 125.00	\$ -	NEW
Dental Hygiene Instrument and Materials Fee Y1-R	\$ -	\$ -	\$ -	\$ 125.00	\$ 125.00	\$ -	NEW
Dental Hygiene Instrument and Materials Fee Y2	\$ 3,302.00	\$ 1,259.00	\$ -	\$ 2,251.00	\$ 2,322.00	\$ 211.00	\$ 223.00
Dental Hygiene Instrument and Materials Fee Y2-R	\$ 872.00	\$ 1,180.00	\$ -	\$ 330.00	\$ 768.00	\$ 211.00	\$ (743.00)
Dental Hygiene Instrument and Materials Fee Y3	\$ 1,802.00	\$ 725.00	\$ -	\$ 2,744.00	\$ 1,092.00	\$ -	\$ 1,309.00
Dental Hygiene Instrument and Materials Fee Y3-R	\$ 1,457.00	\$ 725.00	\$ -	\$ 977.00	\$ 868.00	\$ -	\$ (337.00)
Dental Hygiene Instrument and Materials Fee Y4	\$ 1,108.00	\$ 916.00	\$ -	\$ 1,467.00	\$ 1,129.00	\$ -	\$ 572.00
Dental Hygiene Instrument and Materials Fee Y4-R	\$ 1,108.00	\$ 916.00	\$ -	\$ 1,124.00	\$ 929.00	\$ -	\$ 29.00

REFER TO WVU ONLINE FEE SCHEDULE

BOARD OF GOVERNORS (BOG) FEE SCHEDULE
West Virginia University Potomac State College
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

Fees approved by the Board may be reduced on an individual or program basis by scholarships awarded, programs designed to retain undergraduate students for graduate programs, or other military, reciprocity, or other articulation agreements.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Associate Degree and Certificate Programs

	Resident Assoc./Cert. 2018-2019	Resident Assoc./Cert. 2019-2020	Increase/ Decrease	Percentage Increase		Non-resident Assoc./Cert. 2018-2019	Non-resident Assoc./Cert. 2019-2020	Increase/ Decrease	Percentage Increase
University Tuition	\$2,004.00	\$2,028.00	\$24.00			\$5,448.00	\$5,532.00	\$84.00	
University Fees ¹	\$240.00	\$240.00	\$0.00			\$240.00	\$240.00	\$0.00	
Program Tuition									
Applied Sciences Division	\$108.00	\$108.00	\$0.00			\$108.00	\$108.00	\$0.00	
Liberal Arts Division	\$96.00	\$96.00	\$0.00			\$96.00	\$96.00	\$0.00	
STEM Division	\$120.00	\$120.00	\$0.00			\$120.00	\$120.00	\$0.00	
Total Student Tuition and Fees									
Regular	\$2,244.00	\$2,268.00	\$24.00	1.07%		\$5,688.00	\$5,772.00	\$84.00	1.48%
Applied Sciences Division	\$2,352.00	\$2,376.00	\$24.00	1.02%		\$5,796.00	\$5,880.00	\$84.00	1.45%
Liberal Arts Division	\$2,340.00	\$2,364.00	\$24.00	1.03%		\$5,784.00	\$5,868.00	\$84.00	1.45%
STEM Division	\$2,364.00	\$2,388.00	\$24.00	1.02%		\$5,808.00	\$5,892.00	\$84.00	1.45%

¹ University fees are charged only during the Fall and Spring semesters.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Associate Degree and Certificate Programs

	Metro Assoc./Cert. 2018-2019	Metro Assoc./Cert. 2019-2020	Increase/ Decrease	Percentage Increase
University Tuition	\$3,360.00	\$3,408.00	\$48.00	
University Fees ¹	\$240.00	\$240.00	\$0.00	
Program Tuition				
Applied Sciences Division	\$108.00	\$108.00	\$0.00	
Liberal Arts Division	\$96.00	\$96.00	\$0.00	
STEM Division	\$120.00	\$120.00	\$0.00	
Total Student Tuition and Fees				
Regular	\$3,600.00	\$3,648.00	\$48.00	1.33%
Applied Sciences Division	\$3,708.00	\$3,756.00	\$48.00	1.29%
Liberal Arts Division	\$3,696.00	\$3,744.00	\$48.00	1.30%
STEM Division	\$3,720.00	\$3,768.00	\$48.00	1.29%

¹ University fees are charged only during the Fall and Spring semesters.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Bachelor's Degree¹

	Resident Bachelor's 2018-2019	Resident Bachelor's 2019-2020	Increase/ Decrease	Percentage Increase		Non-resident Bachelor's 2018-2019	Non-resident Bachelor's 2019-2020	Increase/ Decrease	Percentage Increase
University Tuition	\$2,508.00	\$2,544.00	\$36.00			\$6,120.00	\$6,216.00	\$96.00	
University Fees ²	\$240.00	\$240.00	\$0.00			\$240.00	\$240.00	\$0.00	
Program Tuition									
Applied Sciences Division	\$108.00	\$108.00	\$0.00			\$108.00	\$108.00	\$0.00	
Liberal Arts Division	\$96.00	\$96.00	\$0.00			\$96.00	\$96.00	\$0.00	
Nursing	\$2,616.00	\$2,664.00	\$48.00			\$7,056.00	\$7,164.00	\$108.00	
STEM Division	\$120.00	\$120.00	\$0.00			\$120.00	\$120.00	\$0.00	
Total Student Tuition and Fees									
Regular	\$2,748.00	\$2,784.00	\$36.00	1.31%		\$6,360.00	\$6,456.00	\$96.00	1.51%
Applied Sciences Division	\$2,856.00	\$2,892.00	\$36.00	1.26%		\$6,468.00	\$6,564.00	\$96.00	1.48%
Liberal Arts Division	\$2,844.00	\$2,880.00	\$36.00	1.27%		\$6,456.00	\$6,552.00	\$96.00	1.49%
Nursing	\$5,364.00	\$5,448.00	\$84.00	1.57%		\$13,416.00	\$13,620.00	\$204.00	1.52%
STEM Division	\$2,868.00	\$2,904.00	\$36.00	1.26%		\$6,480.00	\$6,576.00	\$96.00	1.48%

¹ The bachelor rate is assessed to students after completing an AAS degree and enrolling in one of Potomac State's Bachelors of Applied Sciences programs; during sophomore, junior, and senior years enrolled in the BSN program; and after declaring the major of RBA (Regents Bachelor of Arts).

² University fees are charged only during the Fall and Spring semesters.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Bachelor's Degree¹

	Metro² Bachelor's 2018-2019	Metro² Bachelor's 2019-2020	Increase/ Decrease	Percentage Increase
University Tuition	\$3,984.00	\$4,044.00	\$60.00	
University Fees ³	\$240.00	\$240.00	\$0.00	
Program Tuition				
Applied Sciences Division	\$108.00	\$108.00	\$0.00	
Liberal Arts Division	\$96.00	\$96.00	\$0.00	
STEM Division	\$120.00	\$120.00	\$0.00	
Total Student Tuition and Fees				
Regular	\$4,224.00	\$4,284.00	\$60.00	1.42%
Applied Sciences Division	\$4,332.00	\$4,392.00	\$60.00	1.39%
Liberal Arts Division	\$4,320.00	\$4,380.00	\$60.00	1.39%
STEM Division	\$4,344.00	\$4,404.00	\$60.00	1.38%

¹ The bachelor rate is assessed to students after completing an AAS degree and enrolling in one of Potomac State's Bachelors of Applied Sciences programs; during sophomore, junior, and senior years enrolled in the BSN program; and after declaring the major of RBA (Regents Bachelor of Arts).

² Students enrolled in the BSN program are not eligible for Metro tuition.

³ University fees are charged only during the Fall and Spring semesters.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Housing and Residence Life - Room Rates

	2018-2019	2019-2020	Increase/ Decrease	Percentage Increase
Residence Hall Rooms				
Double room	\$2,009.00	\$2,069.00	\$60.00	2.99%
Double suite	\$2,754.00	\$2,837.00	\$83.00	3.01%
Single room	\$2,669.00	\$2,749.00	\$80.00	3.00%
Triple room	\$1,727.00	\$1,779.00	\$52.00	3.01%
Catamount Place				
Double room	\$2,009.00	\$2,069.00	\$60.00	2.99%
Double suite	\$2,197.00	\$2,263.00	\$66.00	3.00%
Quad suite	\$2,463.00	\$2,537.00	\$74.00	3.00%
Single room	\$2,669.00	\$2,749.00	\$80.00	3.00%
Single room with half bath	\$2,855.00	\$2,941.00	\$86.00	3.01%
University Place				
Private double room	\$2,886.00	\$2,973.00	\$87.00	3.01%
Single suite	\$3,351.00	\$3,452.00	\$101.00	3.01%
Double suite	\$2,463.00	\$2,537.00	\$74.00	3.00%
Summer rates ¹				
Double room - other than University Place - Daily Rate	\$18.00	\$19.00	\$1.00	5.56%
Double suite - University Place - Daily Rate	\$21.00	\$22.00	\$1.00	4.76%
Private Double - University Place - Daily Rate	\$24.00	\$25.00	\$1.00	4.17%

¹ The daily rate for summer is to accommodate the various time periods during which courses may be completed. A student may enroll for six, nine, or twelve weeks. The daily rate allows all to be charged a proportional amount.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Housing and Residence Life - Board Plans

	2018-2019	2019-2020	Increase/ Decrease	Percentage Increase
Residence Hall and Commuter				
PSC 10: 10 meals per week plus \$50 Dining Dollars	\$1,798.00	\$1,852.00	\$54.00	3.00%
PSC 15: 15 meals per week plus \$50 Dining Dollars	\$2,115.00	\$2,178.00	\$63.00	2.98%
PSC 19: 19 meals per week plus \$50 Dining Dollars	\$2,253.00	\$2,321.00	\$68.00	3.02%
Commuter Only and Summer				
25 Meals per semester	\$277.00	\$288.00	\$11.00	3.97%
50 Meals per semester	\$432.00	\$445.00	\$13.00	3.01%
80 Meals per semester	\$592.00	\$613.00	\$21.00	3.55%
25 Meals per semester plus \$100 Dining Dollars	\$377.00	\$388.00	\$11.00	2.92%
50 Meals per semester plus \$100 Dining Dollars	\$532.00	\$548.00	\$16.00	3.01%
80 Meals per semester plus \$100 Dining Dollars	\$692.00	\$713.00	\$21.00	3.03%

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Program Fees

	2018-2019	2019-2020	Increase/ Decrease
Access Fees per credit hour	\$50.00	\$50.00	\$0.00
Community Interest Course Fee	\$75.00	\$99.00	\$24.00
Online Learning Student Support Fee (OLSSF)-per credit hour capped at \$75 per course ¹	\$25.00	\$25.00	\$0.00
Regents BA Degree Evaluation	\$300.00	\$300.00	\$0.00
Regents BA Portfolio Evaluation Fee per Credit Hour Awarded	\$10.00	\$10.00	\$0.00
Study Abroad Non-Tax Deductible Costs	Course Dependent	Course Dependent	
Study Abroad Tax Deductible Costs	Course Dependent	Course Dependent	

¹ The OLSSF is not currently charged for PSC students.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Administrative Fees

	2018-2019	2019-2020	Increase/ Decrease
Diploma Replacement	\$35.00	\$35.00	\$0.00
I. D. Card (replacement)	\$20.00	\$30.00	\$10.00
Late Payment Percent of Outstanding Balance	2.25%	2.25%	
Late Registration Fee ¹		\$50.00	NEW
Orientation Fee (charged to first-time freshmen and first-time transfer students)	\$50.00	\$75.00	\$25.00
Parking Fee	\$50.00	\$50.00	\$0.00
Per Credit Hour Prior Learning Assessment Fee	\$10.00	\$10.00	\$0.00
Portfolio Prior Learning Assessment Fee	\$300.00	\$300.00	\$0.00
Reinstatement Fee	\$250.00	\$250.00	\$0.00
Returned Check Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$12.00	\$12.00	\$0.00

¹This fee is assessed to all continuing students who initially register for the Fall or Spring semester after the first assessment. It is not assessed to students who subsequently add courses or register for a part of term later in the semester.

REFER TO WVU ONLINE FEE SCHEDULE

BOARD OF GOVERNORS (BOG) FEE SCHEDULE
West Virginia University Institute of Technology
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

Fees approved by the Board may be reduced on an individual or program basis by scholarships awarded, programs designed to retain undergraduate students for graduate programs, or other military, reciprocity, or other articulation agreements.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Institute of Technology
Undergraduate

	Resident Undergraduate 2018-2019	Resident Undergraduate 2019-2020	Increase/ Decrease	Percentage Increase		Non-resident Undergraduate 2018-2019	Non-resident Undergraduate 2019-2020	Increase/ Decrease	Percentage Increase
University Tuition	\$3,432.00	\$3,480.00	\$48.00			\$9,024.00	\$9,156.00	\$132.00	
University Fees	\$300.00	\$300.00	\$0.00			\$300.00	\$300.00	\$0.00	
Program Tuition									
Aviation Management ¹	\$1,464.00	\$1,464.00	\$0.00			\$1,464.00	\$1,464.00	\$0.00	
Business and Management	\$288.00	\$288.00	\$0.00			\$288.00	\$288.00	\$0.00	
Engineering	\$996.00	\$1,008.00	\$12.00			\$996.00	\$1,008.00	\$12.00	
Forensic Science		\$72.00	NEW				\$72.00	NEW	
Math and Natural Sciences	\$336.00	\$336.00	\$0.00			\$336.00	\$336.00	\$0.00	
Nursing	\$1,356.00	\$1,728.00	\$372.00			\$1,356.00	\$4,224.00	\$2,868.00	
Regents BA ²	\$288.00	\$288.00	\$0.00			\$288.00	\$288.00	\$0.00	
Total Student Tuition and Fees									
Regular	\$3,732.00	\$3,780.00	\$48.00	1.29%		\$9,324.00	\$9,456.00	\$132.00	1.42%
Aviation Management ¹	\$5,196.00	\$5,244.00	\$48.00	0.92%		\$10,788.00	\$10,920.00	\$132.00	
Business and Management	\$4,020.00	\$4,068.00	\$48.00	1.19%		\$9,612.00	\$9,744.00	\$132.00	1.37%
Engineering	\$4,728.00	\$4,788.00	\$60.00	1.27%		\$10,320.00	\$10,464.00	\$144.00	1.40%
Forensic Science		\$3,852.00	NEW				\$9,528.00	NEW	
Math and Natural Sciences	\$4,068.00	\$4,116.00	\$48.00	1.18%		\$9,660.00	\$9,792.00	\$132.00	1.37%
Nursing	\$5,088.00	\$5,508.00	\$420.00	8.25%		\$10,680.00	\$13,680.00	\$3,000.00	28.09%
Regents BA ²	\$4,020.00	\$4,068.00	\$48.00	1.19%		\$9,612.00	\$9,744.00	\$132.00	1.37%

¹ All courses for the Aviation Management students are taken online and assessed at resident rates for university tuition, program tuition and university fees.

² Students who take courses only online for the Regents BA are assessed at resident rates for university tuition, program tuition and university fees.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Institute of Technology
Housing and Residence Life - Room Rates

	2018-2019	2019-2020	Increase/ Decrease	Percentage Increase
Residence Hall Rooms				
Hogan				
Double suite	\$3,505.00	\$3,558.00	\$53.00	1.51%
Double suite as a single ¹	\$4,190.00	\$4,253.00	\$63.00	1.50%
University Hall				
Double suite	\$3,505.00	\$3,558.00	\$53.00	1.51%
Summer Rate (per day)	\$26.00	\$27.00	\$1.00	3.85%

¹ These rates are charged only to students who request these configurations. Configurations are subject to availability based on occupancy rates.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Institute of Technology
Housing and Residence Life - Board Plans

	2018-2019	2019-2020	Increase/ Decrease	Percentage Increase
Residence Hall and Commuter				
WVUIT 10: 10 meals per week plus \$50 Dining Dollars	\$1,792.00	\$1,846.00	\$54.00	3.01%
WVUIT 15: 15 meals per week plus \$50 Dining Dollars	\$2,038.00	\$2,099.00	\$61.00	2.99%
WVUIT 19: 19 meals per week plus \$50 Dining Dollars	\$2,190.00	\$2,256.00	\$66.00	3.01%
Commuter Only and Summer				
25 Meals per semester	\$234.00	\$240.00	\$6.00	2.56%
50 Meals per semester	\$449.00	\$462.00	\$13.00	2.90%
80 Meals per semester	\$696.00	\$715.00	\$19.00	2.73%

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Institute of Technology
Program Fees

Educational and General Fees	2018-2019	2018-2019	Increase/ Decrease
Cooperative Education Fee	\$100.00	\$100.00	\$0.00
Flight Tuition - AVIA 381	\$7,500.00	\$7,500.00	\$0.00
Online Learning Student Support Fee (OLSSF)-per credit hour capped at \$75 per course ¹	\$25.00	\$25.00	\$0.00
Orientation Fee (charged to first-time freshmen and first-time transfer students)	\$100.00	\$100.00	\$0.00
Regents BA Course Transfer Fee	\$10.00	\$10.00	\$0.00
Regents BA Degree Evaluation	\$300.00	\$300.00	\$0.00
Science Lab w/Course Number <200	\$100.00	\$100.00	\$0.00
Study Abroad Non-Tax Deductible Costs	Course Dependent	Course Dependent	
Study Abroad Tax Deductible Costs	Course Dependent	Course Dependent	
Tech Adventure Cancellation Fee	\$50.00	\$50.00	\$0.00
TECH Adventure Course Fee ²	\$50.00	\$50.00	\$0.00
TECH Adventure Orientation Fee	\$100.00	\$100.00	\$0.00

¹ The OLSSF is not currently charged for TECH students.

² Charged for ADRC 101, ADRC 111, ADRC 112, ADRC 121, ADRC 122, ADRC 131, ADRC 201, ADRC 211, ADRC 212, ADRC 221, ADRC 222, ADRC 311, and ADRC 321.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Institute of Technology
Administrative Fees

Optional Educational and General Fees	2018-2019	2018-2019	Increase/ Decrease
Application Fee - International Student	\$0.00	\$0.00	\$0.00
Course Fee for age 65 plus under BOG 14.4.1	\$50.00	\$50.00	\$0.00
Credit by Examination	\$90.00	\$90.00	\$0.00
Diploma Replacement	\$75.00	\$75.00	\$0.00
High School Students (per credit)	\$25.00	\$30.00	\$5.00
I. D. Card Replacement	\$20.00	\$20.00	\$0.00
Late Payment Percent of Outstanding Balance	2.25%	2.25%	0.00%
Late Registration Fee ¹		\$50.00	NEW
Parking Fee	\$70.00	\$100.00	\$30.00
Reinstatement Fee	\$250.00	\$250.00	\$0.00
Returned Check Fee	\$25.00	\$25.00	\$0.00
Rush order Transcript Fee (applies to all similar documents, e.g. apostille certifications)	\$18.00	\$18.00	\$0.00
Student Health Insurance - Fall & Spring semesters	\$1,000.00	\$1,086.00	\$86.00
Student Health Insurance - Summer semester	\$504.00	\$546.00	\$42.00
Transcript Fee	\$12.00	\$12.00	\$0.00

¹This fee is assessed to all continuing students who initially register for the Fall or Spring semester after the first assessment. It is not assessed to students who subsequently add courses or register for a part of term later in the semester.

REFER TO WVU ONLINE FEE SCHEDULE

ONE WVU ONLINE FEES - SUMMARY

Two Fees:

1. **Online Learning Student Support Fee (OLSSF)** - The OLSSF was approved for AY2018.2019. It will be assessed beginning AY2019-2020. This fee is assessed at the course level at \$25 per credit hour fee with a cap of \$75 per course. The course fee is assigned to online courses with an Instructional Method of "WBOC" and Schedule Type "W". Students are charged this fee for every online course except for students who are in a priced to market major. Students who are charged the OLSSF are also charged University Tuition, College Tuition, and University Fees.
2. **Online Learning Fee (OLF)** - The OLF is a new fee effective AY2019-2020. The fee is assessed per credit hour at \$75 undergraduate or \$100 graduate with no cap and is applied to all hours taken by a student in an online major priced at market rates. Students charged the OLF are also charged Online Tuition (instead of University Tuition) and they are NOT charged University Fees.

Fees assessed to students according to Major or Course

For online **majors** that are not market priced:

1. Charge University Tuition and College Tuition based on residency OR
2. Charge University Tuition and College Tuition based on in-state resident rate AND
3. Charge Online Learning Student Support Fee (OLSSF) * **AND**
4. Charge University Fees

For online **major** with market pricing:

5. Charge Online Tuition based on market rate **AND**
6. Charge Online Learning Fee (OLF)

For online **courses** taken by an on campus student:

7. For WBOC courses, charge University Tuition and College Tuition based on residency and Online Learning Student Support Fee (OLSSF) and University Fees
8. For SARA courses, charge University Tuition and College Tuition at a in-state resident rate and Online Learning Student Support Fee (OLSSF) and University Fees

Exceptions to OLSSF:

*Exceptions to Charging the Online Learning Student Support Fee (OLSSF):

- High School Students - Identified by major code. This exception is handled by the assessment rules.
- Study Abroad Students - These courses are not set up as WBOC.
- Summer HSC Online Remedial Courses - This exception is handled at the course level.
- Professional Development Courses - This exception is handled at the course level.
- Tuition Waived Courses - This exception is handled at the course level.
- PSC Online Courses - These courses are not set up as WBOC.
- Tech Online Courses - These courses are not set up as WBOC.

NOTE ANY NEW ONLINE PROGRAMS ADDED MID-YEAR WILL BE ASSESSED BASED ON RESIDENCY

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Undergraduate Online Charging Based on Residency

Pricing per credit hour Capped at 12 hour rate unless noted	Resident Undergraduate 2018- 2019	Resident Undergraduate 2019- 2020	Increase/ (Decrease)	Percentage Increase		Non-resident Undergraduate 2018-2019	Non-resident Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$314.00	\$319.00	\$5.00			\$985.00	\$1,000.00	\$15.00	
University Fees	\$55.00	\$55.00	\$0.00			\$55.00	\$55.00	\$0.00	
Online Learning Student Support Fee (OLSSF) ¹	\$0.00	\$25.00	\$25.00			\$0.00	\$25.00	\$25.00	
Program and College Tuition CLASS Undecided	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	
Total Student Tuition and Fees CLASS Undecided	\$369.00	\$399.00	\$30.00	8.13%		\$1,040.00	\$1,080.00	\$40.00	3.85%

¹ The OLSSF was approved for AY2018.2019. It will be assessed beginning AY2019-2020. This fee is assessed at the course level at \$25 per credit hour fee with a cap of \$75 per course. The course fee is assigned to online courses with an Instructional Method of "WEBOC" and Schedule Type "W". Students are charged this fee for every online course except for students who are in a market priced major. Students who are charged the OLSSF are also charged University Tuition and University Fees.

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Undergraduate Online Charging at the In-State Resident Rate

Pricing per credit hour Capped at 12 hour rate unless noted	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$314.00	\$319.00	\$5.00	
University Fees	\$55.00	\$55.00	\$0.00	
Online Learning Student Support Fee (OLSSF) ¹	\$0.00	\$25.00	\$25.00	
Program and College Tuition				
Arts & Sciences				
Multidisciplinary Studies ²	\$34.00	\$35.00	\$1.00	
Regents Bachelor of Arts - new students ^{2 3}	\$27.00	\$35.00	\$8.00	
Education and Human Services				
Child Development and Family Studies BS ⁴	\$27.00	\$27.00	\$0.00	
Media				
Multidisciplinary Studies (MDS) ²	\$27.00	\$27.00	\$0.00	
Nursing				
RN to BSN ²	\$113.00	\$115.00	\$2.00	
Total Student Tuition and Fees				
Arts & Sciences				
Multidisciplinary Studies ²	\$403.00	\$434.00	\$31.00	7.69%
Regents Bachelor of Arts - new students ^{2 3}	\$396.00	\$434.00	\$38.00	9.60%
Education and Human Services				
Child Development and Family Studies BS ⁴	\$396.00	\$426.00	\$30.00	7.58%
Media				
Multidisciplinary Studies (MDS) ²	\$396.00	\$426.00	\$30.00	7.58%
Nursing				
RN to BSN ²	\$482.00	\$514.00	\$32.00	6.64%

¹ The OLSSF was approved for AY2018.2019. It will be assessed beginning AY2019-2020. This fee is assessed at the course level at \$25 per credit hour fee with a cap of \$75 per course. The course fee is assigned to online courses with an Instructional Method of "WEBOC" and Schedule Type "W". Students are charged this fee for every online course except for students who are in a market priced major. Students who are charged the OLSSF are also charged University Tuition and University Fees.

² Students enrolled in these programs are charged for every credit hour enrolled.

³ All student in the online major code of 14C8 (effective Spring 2019) are charged the resident rate. Not applicable to current RBA students in major code 1490

⁴ This tuition and fees rate also applies to students enrolled in the Certificate programs associated with these majors

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Undergraduate Online PRICED AT MARKET

Pricing per credit hour UnCapped	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Change
University Tuition	\$314.00	\$0.00	(\$314.00)	
University Fees	\$55.00	\$0.00	(\$55.00)	
Online Learning Fee (OLF) ¹	\$0.00	\$75.00	\$75.00	
Online Tuition				
Business and Economics				
General Business	\$53.00	\$294.00	\$241.00	
Total Student Tuition and Fees				
Business and Economics				
General Business	\$422.00	\$369.00	(\$53.00)	-12.56%

¹ The OLF is a new fee effective AY2019-2020. The fee is assessed per credit hour at \$75 undergraduate or \$100 graduate with no cap and is applied to all hours taken by a student in an online major priced at market rates. Students charged the OLF are also charged Online Tuition (instead of University Tuition) and they are NOT charged University Fees.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Undergraduate Online Charging a Single Rate for SARA courses ²

Pricing per credit hour Capped at 12 hour rate	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$314.00	\$319.00	\$5.00	
University Fees	\$55.00	\$55.00	\$0.00	
Online Learning Student Support Fee (OLSSF) ¹	\$0.00	\$25.00	\$25.00	
Program and College Tuition - varies by college				
Total Student Tuition and Fees	\$369.00	\$399.00	\$30.00	8.13%

¹ The OLSSF was approved for AY2018.2019. It will be assessed beginning AY2019-2020. This fee is assessed at the course level at \$25 per credit hour fee with a cap of \$75 per course. The course fee is assigned to online courses with an Instructional Method of "WEBOC" and Schedule Type "W". Students are charged this fee for every online course except for students who are in a market priced major. Students who are charged the OLSSF are also charged University Tuition and University Fees.

² Applicable to undergraduate student taking a course with an attribute of "SARA". These are new courses or programs that are being piloted to allow delivery to various audiences or may include targeted classes. Currently there are 68 courses designated as SARA. Refer to guideline for selection and approval of these courses.

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Graduate Online Charging Based on Residency

Pricing per credit hour Capped at 9 hour rate unless noted	Resident Graduate 2018-2019	Resident Graduate 2019-2020	Increase/ (Decrease)	Percentage Change		Non-resident Graduate 2018-2019	Non-resident Graduate 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition	\$482.00	\$490.00	\$8.00			\$1,359.00	\$1,380.00	\$21.00	
University Fees	\$73.00	\$73.00	\$0.00			\$73.00	\$73.00	\$0.00	
Online Learning Student Support Fee (OLSSF) ¹	\$0.00	\$25.00	\$25.00			\$0.00	\$25.00	\$25.00	
Program and College Tuition									
Arts & Sciences									
Leadership Studies Graduate Certificate	\$42.00	\$43.00	\$1.00			\$75.00	\$76.00	\$1.00	
Education and Human Services									
Instructional Design & Technology EdD	\$39.00	\$40.00	\$1.00			\$56.00	\$57.00	\$1.00	
Nursing									
Nursing	\$123.00	\$125.00	\$2.00			\$123.00	\$125.00	\$2.00	
Public Health									
Public Health MPH: Social and Behavioral Sciences	\$237.00	\$237.00	\$0.00			\$572.00	\$572.00	\$0.00	
Total Student Tuition and Fees									
Arts & Sciences									
Leadership Studies Graduate Certificate	\$597.00	\$631.00	\$34.00	5.70%		\$1,507.00	\$1,554.00	\$47.00	3.12%
Education and Human Services									
Instructional Design & Technology EdD	\$594.00	\$628.00	\$34.00	5.72%		\$1,488.00	\$1,535.00	\$47.00	3.16%
Nursing									
Nursing	\$678.00	\$713.00	\$35.00	5.16%		\$1,555.00	\$1,603.00	\$48.00	3.09%
Public Health									
Public Health MPH: Social and Behavioral Sciences	\$792.00	\$825.00	\$33.00	4.17%		\$2,004.00	\$2,050.00	\$46.00	2.30%

¹ The OLSSF was approved for AY2018.2019. It will be assessed beginning AY2019-2020. This fee is assessed at the course level at \$25 per credit hour fee with a cap of \$75 per course. The course fee is assigned to online courses with an Instructional Method of "WEBOC" and Schedule Type "W". Students are charged this fee for every online course except for students who are in a market priced major. Students who are charged the OLSSF are also charged University Tuition and University Fees.

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Graduate and Professional Online Charging at the In-State Resident Rate

Pricing per credit hour Capped at 9 hour rate unless noted	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Change
University Tuition	\$482.00	\$490.00	\$8.00	
University Fees	\$73.00	\$73.00	\$0.00	
Online Learning Student Support Fee (OLSSF) ¹	\$0.00	\$25.00	\$25.00	
Program and College Tuition				
Agriculture, Natural Resources and Design Geographic Information Systems and Spatial Analysis Graduate Certificate	\$55.00	\$56.00	\$1.00	
Arts & Sciences				
Corporate and Organizational Communications MA	\$42.00	\$43.00	\$1.00	
Legal Studies MA	\$42.00	\$43.00	\$1.00	
Social Work MSW	\$42.00	\$43.00	\$1.00	
Business and Economics				
Forensic Accounting and Fraud Examination MS ²	\$468.00	\$475.00	\$7.00	
Online Hybrid MBA	\$468.00	\$475.00	\$7.00	
Creative Arts				
Music Industry MA	\$100.00	\$102.00	\$2.00	
Education and Human Services				
Clinical Rehabilitation and Mental Health Counseling	\$39.00	\$40.00	\$1.00	
Elementary Education	\$39.00	\$40.00	\$1.00	
Higher Education Administration MA	\$39.00	\$40.00	\$1.00	
Instructional Design and Technology MA ³	\$39.00	\$40.00	\$1.00	
Literacy Education MA	\$39.00	\$40.00	\$1.00	
Program Evaluation Certificate ³	\$39.00	\$40.00	\$1.00	
Special Education MA & EdD ²	\$39.00	\$40.00	\$1.00	
Engineering and Mineral Resources				
Safety Management MS ³	\$80.00	\$81.00	\$1.00	
Software Engineering MSSE & Certificate ²	\$80.00	\$81.00	\$1.00	
Law				
LLM ⁴	\$563.00	\$571.00	\$8.00	
Physical Activity and Sports Science				
Physical Education Teacher Education MS ³	\$19.00	\$19.00	\$0.00	
Sport Coaching MS ³	\$19.00	\$19.00	\$0.00	
Sport Management MS ³	\$19.00	\$19.00	\$0.00	
Public Health				
School Health Education MS	\$237.00	\$237.00	\$0.00	

Regular Meeting Agenda Booklet - Tuition and Fees and Budget

Fee Planning Schedule - Per Semester Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University Graduate and Professional Online Charging at the In-State Resident Rate

Pricing per credit hour Capped at 9 hour rate unless noted	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Change
Total Student Tuition and Fees				
Agriculture, Natural Resources and Design Geographic Information Systems and Spatial Analysis Graduate Certificate	\$610.00	\$644.00	\$34.00	5.57%
Arts & Sciences				
Corporate and Organizational Communications MA	\$597.00	\$631.00	\$34.00	5.70%
Legal Studies MA	\$597.00	\$631.00	\$34.00	5.70%
Social Work MSW	\$597.00	\$631.00	\$34.00	5.70%
Business and Economics				
Forensic Accounting and Fraud Examination MS ²	\$1,023.00	\$1,063.00	\$40.00	3.91%
Online Hybrid MBA	\$1,023.00	\$1,063.00	\$40.00	3.91%
Creative Arts				
Music Industry MA	\$655.00	\$690.00	\$35.00	5.34%
Education and Human Services				
Clinical Rehabilitation and Mental Health Counseling	\$594.00	\$628.00	\$34.00	5.72%
Elementary Education	\$594.00	\$628.00	\$34.00	5.72%
Higher Education Administration MA	\$594.00	\$628.00	\$34.00	5.72%
Instructional Design and Technology MA ³	\$594.00	\$628.00	\$34.00	5.72%
Literacy Education MA	\$594.00	\$628.00	\$34.00	5.72%
Program Evaluation Certificate ³	\$594.00	\$628.00	\$34.00	5.72%
Special Education MA & EdD ²	\$594.00	\$628.00	\$34.00	5.72%
Engineering and Mineral Resources				
Safety Management MS ³	\$635.00	\$669.00	\$34.00	5.35%
Software Engineering MSSE & Certificate ²	\$635.00	\$669.00	\$34.00	5.35%
Law				
LLM ⁴	\$1,118.00	\$1,159.00	\$41.00	3.67%
Physical Activity and Sports Science				
Physical Education Teacher Education MS ³	\$574.00	\$607.00	\$33.00	5.75%
Sport Coaching MS ³	\$574.00	\$607.00	\$33.00	5.75%
Sport Management MS ³	\$574.00	\$607.00	\$33.00	5.75%
Public Health				
School Health Education MS	\$792.00	\$825.00	\$33.00	4.17%

¹ The OLSSF was approved for AY2018.2019. It will be assessed beginning AY2019-2020. This fee is assessed at the course level at \$25 per credit hour fee with a cap of \$75 per course. The course fee is assigned to online courses with an Instructional Method of "WEBOC" and Schedule Type "W". Students are charged this fee for every online course except for students who are in a market priced major. Students who are charged the OLSSF are also charged University Tuition and University Fees.

² This tuition and fees rate also applies to students enrolled in the Certificate programs associated with these majors

³ Students enrolled in these programs are charged for every credit hour enrolled.

⁴ This tuition and fees rate also applies to students enrolled in the LLM program regardless of major code and delivery method

MUST HAVE SEPARATE MAJOR CODES

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University
Graduate and Professional Online PRICED AT MARKET

Pricing per credit hour UnCapped	2018-2019	2019-2020	Increase/ (Decrease)	Percentage Change
University Tuition	\$482.00	\$0.00	(\$482.00)	
University Fees	\$73.00	\$0.00	(\$73.00)	
Online Learning Fee (OLF) ¹	\$0.00	\$100.00	\$100.00	
Online Tuition				
Business and Economics				
Business Cyber Security Management MS ²	\$468.00	\$720.00	\$252.00	
Business Data Analytics (BUDA) ²	\$468.00	\$720.00	\$252.00	
Media				
Integrated Marketing Communications MS ²	\$335.00	\$720.00	\$385.00	
Data Marketing Communications MS ²	\$335.00	\$720.00	\$385.00	
Total Student Tuition and Fees				
Business and Economics				
Business Cyber Security Management MS ²	\$1,023.00	\$820.00	(\$203.00)	-19.84%
Business Data Analytics (BUDA) ²	\$1,023.00	\$820.00	(\$203.00)	-19.84%
Media				
Integrated Marketing Communications MS ²	\$890.00	\$820.00	(\$70.00)	-7.87%
Data Marketing Communications MS ²	\$890.00	\$820.00	(\$70.00)	-7.87%

¹ The OLF is a new fee effective AY2019-2020. The fee is assessed per credit hour at \$75 undergraduate or \$100 graduate with no cap and is applied to all hours taken by a student in an online major priced at market rates. Students charged the OLF are also charged Online Tuition (instead of University Tuition) and they are NOT charged University Fees.

² This tuition and fees rate also applies to students enrolled in the Certificate program associated with these majors

Fee Planning Schedule - Per Semester

Applicable to the **Summer Term** of Academic Year 2018-2019

West Virginia University

WVU HSC Remedial Online Courses Charging a Single Rate²

Pricing per credit hour unless noted	Graduate 2017-2018	Graduate 2018-2019	Increase/ (Decrease)	Percentage Increase
University Tuition	\$453.00	\$482.00	\$29.00	
University Fees	\$72.00	\$73.00	\$1.00	
Online Learning Student Support Fee (OLSSF) ¹	\$0.00	\$0.00	\$0.00	
Program and College Tuition ³ Medicine	\$90.00	\$99.00	\$9.00	
Total Student Tuition and Fees Medicine	\$615.00	\$654.00	\$39.00	6.34%

¹ The OLSSF IS NOT CHARGED FOR HSC REMEDIAL ONLINE COURSES.² Applicable to HSC Remedial Courses in Major Code 8309.

Fee Planning Schedule - Per Semester

Applicable to the Winter Session of Academic Year 2019-2020

West Virginia University
Winter Term Charging One Rate

Pricing per credit hour Capped at 9 hours unless noted	Undergraduate 2018-2019	Undergraduate 2019-2020	Increase/ (Decrease)	Percentage Increase
Winter Intersession Tuition	\$369.00	\$369.00	\$0.00	
Total Student Tuition and Fees	\$369.00	\$369.00	\$0.00	0.00%

	Graduate 2018-2019	Graduate 2019-2020	Increase/ (Decrease)	Percentage Increase
Winter Intersession Tuition	\$0.00	\$559.00	\$559.00	
Total Student Tuition and Fees	\$0.00	\$559.00	\$559.00	NEW

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University - Potomac State College
Online AA Degree Program - Market Pricing

Pricing per credit hour Uncapped	2018-2019	2019-2020	Increase/ Decrease	Percentage Increase
Online Tuition	\$255.00	\$225.00	(\$30.00)	
University Fees	\$20.00	\$0.00	(\$20.00)	
Online Learning Fee (OLF) ¹	\$25.00	\$75.00	\$50.00	
Total Student Tuition and Fees	\$300.00	\$300.00	\$0.00	0.00%

¹ The OLF is a new fee effective AY2019-2020. The fee is assessed per credit hour at \$75 undergraduate or \$100 graduate with no cap and is applied to all hours taken by a student in an online major priced at market rates. Students charged the OLF are also charged Online Tuition (instead of University Tuition) and they are NOT charged University Fees.

**Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020**

**West Virginia University - Potomac State College
Online Courses**

Pricing per credit hour Capped at 12 hour rate unless noted	Resident 2018-2019	Resident 2019-2020	Increase/ (Decrease)	Percentage Increase		Non-resident 2018-2019	Non-resident 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition			\$0.00					\$0.00	
University Fees			\$0.00					\$0.00	
Online Learning Student Support Fee (OLSSF) ¹			\$0.00					\$0.00	
Total Student Tuition and Fees	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	

¹ THE OLSSF IS NOT CURRENTLY CHARGED FOR PSC ONLINE COURSES.

Fee Planning Schedule - Per Semester
Applicable to the Fall, Spring and Summer Terms of Academic Year 2019-2020

West Virginia University -Institute of Technology
Online Courses

Pricing per credit hour Capped at 12 hour rate unless noted	Resident 2018- 2019	Resident 2019- 2020	Increase/ (Decrease)	Percentage Increase		Non-resident 2018-2019	Non-resident 2019-2020	Increase/ (Decrease)	Percentage Increase
University Tuition			\$0.00					\$0.00	
University Fees			\$0.00					\$0.00	
Online Learning Student Support Fee (OLSSF) ¹			\$0.00					\$0.00	
Total Student Tuition and Fees	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	

¹ THE OLSSF IS NOT CURRENTLY CHARGED FOR TECH ONLINE COURSES.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: FY2020 Budget Parameters

INSTITUTION: West Virginia University

COMMITTEE: Full Board

RECOMMENDATION: Approval of the FY2020 Budget Parameters

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

Paula Congelio
Vice President for Finance/Chief Financial Officer

FY2020 High Level Budget Overview

WVU remains committed to strengthening the cash position and financial performance of the University. The University is planning for a slightly positive adjusted operating margin. The budget parameters are as follows:

Total revenues reflect the following major planning assumptions:

- First-time freshmen enrollment of 4,900
- Average tuition and fee increase of approximately 1.36% for resident students and 1.44% for non-resident students.
 - Institutionally funded financial aid will be increased by at least a commensurate amount.
- Housing revenue increase of 3%
- Approximately \$3.4 million increase in State Appropriations compared to the FY2019 budget.

Total expenses reflect the following major planning assumptions:

- \$8 million in salary reductions as part of a sustainable budget realignment and related fringe savings.
- \$1.7 million in salary raises effective January 1, 2020.
- \$3 million reduction in supplies and other services.
- \$3.75 million in other expenses for strategic budget initiatives.



FISCAL YEAR 2020 BUDGET ASSUMPTIONS

BUDGET PARAMETERS	BUDGET ASSUMPTIONS
First-Time Freshmen (financial FTE)	4,900 (Morgantown Campus)
Total Enrollment (all campuses)	26,746
Student Retention and Persistence	Increased first time freshmen retention by 0.5% and returning student persistence by 0.25%
Tuition	Increase of 1.36% - resident Increase of 1.44% - non-resident
Housing	Increase of 3%
Meal Plans	New meal plans offered under the Sodexo model
Student Financial Aid	Increased by 4%
State Appropriations	Net increase of \$3.4 million for salary raises and other discretionary purposes
Grants and Contracts	Increase of 2%
Auxiliary Revenues	Reflect the impact of Sodexo contract; Only 1/15th of the \$10 million signing bonus included
Other Revenues	Gift revenue increased by \$5.5 million
Budget Reduction	\$14.8 million in salaries, benefits and supplies
Salary Raise	\$3.4 million annual increase effective 1/1/2020
Other Expenses	\$3.75 million for strategic budget initiatives
Debt Service	Includes interest expense for a half year on \$110 million in new debt assumed to be issued in Fall 2020
Operating Margin: Cash Adjusted Accrual	Break even Slightly positive
Days Cash on Hand	65 - 67 days

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Student Housing Developer Procurement

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved, That the West Virginia University Board of Governors approves the engagement with a developer to study, make recommendations, and assist with the implementation of a student housing strategy for West Virginia University.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: WVU owns/and or operates ten residence halls and four student apartment complexes on its Morgantown campus.

If approved, the University will conduct a Request for Proposal to contract a consultant to: (1) evaluate all current university residence halls and student apartment complexes (2) assess the off-campus student housing market/options in and around Morgantown, benchmarking them against similar universities in size and geographic proximity, (3) analyze current and projected student trends in housing preference, and (4) assist with implementation of a student housing strategy for West Virginia University. The desired output is a recommendation and proposed strategic plan for the University's student housing including but not limited to residence halls, apartments, and other general housing. We believe this project will enhance the student experience. Management must obtain board approval pursuant to Rule 5.1 before undertaking any actual student housing project.

Schedule: July 2019 - October 2019 for initial analysis and recommendations.

Budget: \$250,000

Funding: This project will be funded from Strategic Initiatives

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

- ITEM:** Evaluation of real property assets
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** That the West Virginia University Board of Governors approves the engagement of a developer to study, make recommendations, and assist with the maximization of the real property owned and leased by West Virginia University.
- STAFF MEMBER:** Rob Alsop
Vice President for Strategic Initiatives
- BACKGROUND:** WVU owns multiple properties in and around Morgantown and throughout the state of West Virginia, including but not limited to farms, orchards, unoccupied land, etc. (the “Properties”). These Properties should be evaluated to determine whether they could be better leveraged to suit the mission of the University both functionally and financially.
- If approved, the University will conduct a Request for Proposal to contract a consultant to: (1) analyze the Properties, (2) catalog their useable resources, (3) assess the reasonable market value of the Properties and their resources, and (4) recommend actionable strategies to maximize the useful value of the properties.
- Schedule:** June 2019 - September 2019
- Budget:** \$250,000
- Funding:** This project will be funded from Strategic Initiatives.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Evansdale Residential Complex (ERC) Dining Hall
Renovation

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of
Governors approves this project.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: As part of Sodexo's contract with WVU, the Dining Hall
located in the ERC will be renovated and upgraded summer of
2019. The renovation is intended to accommodate the students
in Lincoln Hall, Oakland Hall, and the students in the ERC.
The project has been approved by the WVU Dining
Committee.

The project will include upgrading finishes, revising the
prep/serving lines, relocation of the pizza kiosk, adding a
chef's cooking kiosk, new egress, changing the dishwashing
area, and upgrading the entrance queuing. There is also an
abatement package to remove asbestos containing materials in
the ceiling plaster, mastics, and hard pipe fittings. Once the
project is completed, it will accommodate approximately 500
seats.

Schedule: The project will be completed by the start of Fall Semester 2019.

Budget: \$4,175,000

Funding:	Sodexo Capital Funds	\$4,000,000
	WVU Dining	\$ 175,000

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Hatfield's Dining Hall Renovation

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves this project.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: As part of Sodexo's contract with WVU, Hatfield's Dining Hall located in the WVU Mountainlair has been scheduled to be renovated and upgraded summer of 2019. This upgrade will convert the existing Hatfield's restaurant into a student dining facility. The WVU Dining Committee has approved the project.

The project will include upgrading finishes, revising the prep/serving lines, addition of a pizza kiosk, adding a chef's cooking kiosk, a new egress, upgrading the elevator, changing the dishwashing area, and upgrading the entrance queuing. The new layout will allow for approximately 352 seats.

Schedule: The project will be completed by the start of Fall Semester 2019.

Budget: \$3,750,000

Funding: Sodexo Capital Fund

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

- ITEM:** Sale of Property in Montgomery, West Virginia
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That pursuant to BOG Governance Rule 5.1, the West Virginia University Board of Governors authorizes the sale of approximately 2.77 acres, more or less, in Montgomery, West Virginia, to Cavalier Heights Limited Partnership (“CHLP”), subject to certain funding and tax credit approvals by CHLP.
- STAFF MEMBERS:** Rob Alsop
Vice President for Strategic Initiatives
- BACKGROUND:** CHLP intends to purchase that certain tract or parcel of real estate which is the site of the former College of Business Economics Building, Learning Center Building, and associated parking lots on the former campus of WVU Tech in Montgomery, West Virginia. CHLP intends to renovate and develop improvements for housing the elderly and/or disabled.
- Pursuant to W. Va. Code 18B-19-10, CHLP has agreed to purchase the property for not less than the average of two independent appraisals. The purchase is further subject to several reasonable contingencies, including a final survey and CHLP’s ability to obtain necessary financing.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS

April 12, 2019

ITEM: Milan Puskar Center Phase 3 and 4 Next Steps – Infrastructure Renovation and Upgrades; Hiring of Construction Manager for Preconstruction Services

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves a budget increase for the project and continued work relating to preconstruction services.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: In January 2019, the board approved the design phase for Phase 3 and 4 of the Milan Puskar Center upgrades. Management is requesting authority for a budget increase of \$1,500,000 to hire a Construction Manager for pre-construction services and to relocate existing utilities and infrastructure for Phase 3 and 4 of the Milan Puskar Center upgrades.

As a reminder, Phase 1 consisted of the Athletic Training room and was completed June 2018; Phase 2 is the Visitor's Locker room and is underway.

As it relates to this approval, this project request includes Phases 3 & 4. Phase 3 is the renovation of Team Spaces - the expansion of the home team locker room, player lounge, equipment room, recovery suite and other support spaces. Phase 4 is the public and coaching areas; consisting of the Hall of Traditions, offices and team meeting rooms.

These spaces are over 10 years old and are outdated compared to other Big 12 programs. The locker room layout is inefficient for team meetings and is not large enough to support the full team roster. The finishes, technology, and audio/video systems will be upgraded throughout the space.

The total project budget for this project is approximately \$34M to \$41M based on conceptual estimates. The success of fund-raising efforts will determine final design and budget.

The total project budget will be submitted for approval after the design is complete and additional funds are raised.

Schedule:	Complete infrastructure relocations:	November 2019
	Start main project construction:	January 2020
	Team spaces complete:	July 2020
	Total project complete:	January 2021
Budget:	Approved Budget:	\$2,500,000 (design)
	Budget Increase:	<u>\$1,500,000</u> (infrastructure & CM)
	Revised Budget:	\$4,000,000
Funding:	Private Donations	

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
April 12, 2019

- ITEM:** Caperton Indoor Practice Facility (IPF) Artificial Turf Replacement
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That the West Virginia University Board of Governors approves this project.
- STAFF MEMBER:** Rob Alsop
Vice President for Strategic Initiatives
- BACKGROUND:** The artificial turf at the IPF was installed in 2004 and has reached the end of its life expectancy. WVU Athletics has observed sub-grade heaving and depressions under the turf. Athletics plans to remediate any subgrade issues, regrade, and install new artificial turf.
- A civil engineer and geotechnical engineering firm have been retained to perform the exploratory borings and to develop a remediation plan. Due to the use of the facility during the winter and spring, the geotechnical exploration cannot take place until mid-April. The pre-construction analysis will be completed in April 2019 and the remediation and turf replacement will be completed by end of July 2019 for use during fall football training.
- The full extent of costs is unknown until the geotechnical analysis is completed. Current estimates range between \$800,000 and \$1,250,000 depending on the amount of sub-surface remediation necessary.
- Schedule:** Start April 2019 - Complete July 2019
- Budget:** \$1,250,000
- Funding:** Athletics Deferred Maintenance funds

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Health Science's Center North (HSC), 3rd Floor Renovation,
School of Pharmacy

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of
Governors approves this project.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: The HSC North building was constructed in 1956 and this area has not undergone a major renovation since its construction. The 3rd floor wing on HSC North is currently vacant and the School of Pharmacy would like to relocate their Academic assets from the 8th floor closer to their Administration & Research efforts that are currently on the 2nd and 3rd floors. The School of Pharmacy would utilize approximately 5,500 square feet for the following purposes: compounding lab, classrooms, small troupe debriefing, faculty offices, a student lounge, and teaching storage. This program also includes 6,600 square feet of shell space for future offices and HSC initiatives.

The project will include demolition and abatement, construction, casework, audio visual equipment for teaching, new network gear, and miscellaneous tables and chairs. The offices and labs will reuse existing furnishings where possible.

Schedule: The project will be completed by early Spring Semester 2020.

Budget: \$1,937,000

Funding: HSC Central Capital Funds \$1,904,500
WVU Dining/Housing \$ 32,500

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: New Business and Economics Building, Reynolds Hall

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves the proposed budget increase.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: The design for Reynolds Hall, the new home for the John Chambers College of Business and Economics, has progressed through preliminary design phases. The new building will be located at the current site of Stansbury Hall, which will be demolished to make way for the new facility. The new state of the art facility will include other amenities such as campus recreation and a food venue. The new B&E Building will be 177,362 gsf.

A budget increase is required to carry the project through the completion of the design phase and preconstruction activities including asbestos abatement and demolition of Stansbury Hall. A budget increase of \$5,500,000 to \$8,000,000 is requested. The target total project budget is \$100,000,000.

Schedule:

- Complete Design: May 2020
- Demolition of Stansbury Hall: Summer 2019
- Site Work/Utilities: Fall 2019
- Construction of New B&E Building: March 2020 - March 2022
- Ready for Occupancy: June 2022

Budget: \$8,000,000

Funding: Private donations and central capital

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Renaming of the Federal Building in Beckley and the Evansdale Residential Complex (Towers) RFL Townhomes and Garages

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves the renaming of two buildings.

STAFF MEMBER: Rob Alsop
 Vice President for Strategic Initiatives

BACKGROUND: ROTC currently occupies space in Stansbury Hall. Due to the Reynolds Hall project, ROTC is being relocated to a new permanent location. The new location is being renamed to avoid confusion.

The Federal Building located Downtown Beckley was donated to the WVU Tech Beckley Campus. This building will support the growing Forensics and related programs at WVU Tech in Beckley.

	Current Name	Proposed Name
1	ERC RFL Townhomes & Garages	Eagle Place
2	Federal Building	Interdisciplinary Science Building

Departments Relocating

1. ROTC from Stansbury Hall to the Evansdale Residential Complex (ERC) RFL Townhomes & Garages.

Schedule: N/A
Budget: None
Funding: None

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Property Acquisition of Purinton Parcel

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That pursuant to BOG Rule 5.1 the West Virginia University Board of Governors approves the acquisition of approximately six tenths (0.6) of an acre, in the Fifth Ward, City of Morgantown, Monongalia County, West Virginia from the West Virginia University Foundation, Inc.

STAFF MEMBER: Rob Alsop
Vice President for Strategic Initiatives

BACKGROUND: The property to be acquired is located adjacent to Dadisman Hall in the vicinity of College Avenue.

This acquisition will conclude a gifting opportunity that began in 1974 when the family of former President Purinton donated this property to the WVU Foundation.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

- ITEM:** Transfer of Property and Easements for Widening of the Intersection of Willowdale Road and Valley View Avenue
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That pursuant to BOG Governance Rule 5.1, the West Virginia University Board of Governors authorizes the transfer of necessary real property and easements to West Virginia University Hospitals, Inc. (“WVU Hospitals”) or the West Virginia Department of Transportation (“WV DOT”).
- STAFF MEMBERS:** Rob Alsop
Vice President for Strategic Initiatives
- BACKGROUND:** WVU Hospitals is currently constructing a parking garage at the corner of Willowdale Road and Valley View Avenue on land that is leased from the University. In order to accommodate traffic flow in and out of the new parking garage, WV DOT intends to install a new traffic signal and to widen portions of the intersection.
- Preliminary survey work indicates the need for the University to convey a 0.005 acre parcel from the stadium side of Willowdale Road and a 0.116 acre parcel from the new garage side of Willowdale Road.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
April 12, 2019

- ITEM:** Recoat the Roof Membrane for WVU Coliseum
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That the West Virginia University Board of Governors approves this project.
- STAFF MEMBER:** Rob Alsop
Vice President for Strategic Initiatives
- BACKGROUND:** Athletics plans to recoat the existing roof membrane on the WVU Coliseum to extend the current warranty an additional 15-years. The existing roof warranty expires in August 2019. WVU is working with the manufacturer of the existing roof system (BASF) to develop the specifications for the recoating work to extend the warranty for the roof system.
- An independent infrared scan of the existing roof system indicates there are minimal repairs needed to the substrate insulation beneath the coating. WVU will solicit certified installers to perform this work after Commencement 2019 and be substantially complete by the start of classes mid-August 2019.
- Schedule:** Start May 2019 - Complete August 2019
- Budget:** \$1,250,000
- Funding:** Athletics Deferred Maintenance funds and Strategic Initiatives funds

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM:	Termination of Certificate Program: Gerontology
INSTITUTION:	West Virginia University
COMMITTEE:	Full Board - Consent Agenda
RECOMMENDATION:	Resolved: That the West Virginia University Board of Governors approves the termination of the Gerontology Certificate in the Eberly College of Arts and Sciences.
STAFF MEMBERS:	Joyce McConnell, JD, LLC Provost and Vice President for Academic Affairs
BACKGROUND:	<p>West Virginia University, School of Social Work, is requesting approval to terminate the Gerontology Certificate, effective in the Fall of 2019.</p> <p>The faculty in the School of Social Work wish to terminate this certificate. The new Gerontology Minor will replace this curriculum. Students who are interested in pursuing this certificate have been advised to enroll in the minor instead.</p> <p>The termination has been approved by the Vice Provost for Academic Strategies, Curriculum and Assessment.</p> <p>The West Virginia University Board of Governors is asked to approve this termination.</p>

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS

Meeting of April 12, 2019

ITEM: Approval of New Certificates: Graduate Certificates in Creative Strategy, Data Marketing Communications, Digital and Social Media, Healthcare Communication, Higher Education Marketing, and Public Relations Leadership

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves the creation of six new Graduate Certificates within the Reed College of Media.

STAFF MEMBERS: Joyce McConnell
Provost and Vice President for Academic Affairs and Research

BACKGROUND: West Virginia University, Reed College of Media, is requesting approval to initiate six new certificates focused on aspects of Integrated Marketing Communications in the Fall of 2019.

In a 2018 survey of alumni from the Integrated Marketing Communications master's program, the most common request was that the program develop a mechanism to allow alumni to return to take recently developed electives that may not have existed during their time in the program. These certificates will allow those students to access those courses while earning a certificate. Each certificate addresses a set of concepts and skills that are of current relevance within the marketing communications industry.

The proposed graduate certificates in Creative Strategy, Data Marketing Communications, Digital and Social Media, Healthcare Communication, Higher Education Marketing, and Public Relations Leadership will each require 15 credits of online courses. These courses are part of the MS in Integrated Marketing Communication; excess capacity in these courses will be used to meet the requirements of certificate students.

Although these certificates are targeted to alumni of the IMC program, the certificates may also be

completed by other individuals who may be working in this field, or by individuals completing master's and doctoral degree programs in related fields.

The proposals for these certificates were approved on February 21, 2019, by the WVU Graduate Council.

The West Virginia University Board of Governors is asked to approve these new certificates.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS

Meeting of April 12, 2019

- ITEM:** Approval of New Major in Educational Theory and Practice within the PhD in Education
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That the West Virginia University Board of Governors approves the creation of a new major in Educational Theory and Practice within the PhD degree in Education in the College of Education and Human Services.
- STAFF MEMBERS:** Joyce McConnell
Provost and Vice President for Academic Affairs and Research
- BACKGROUND:** West Virginia University, College of Education and Human Services (CEHS), is requesting approval to initiate a new major in Educational Theory and Practice within the PhD degree in Education in the Fall of 2019.
- No other institutions in West Virginia offer a PhD in Educational Theory and Practice, or equivalent fields. Peer institutions commonly have similar or equivalent programs. For example, all nine of WVU's peer institutions in the Big XII have PhD programs in fields represented in CEHS's conception of Educational Theory and Practice, such as curriculum and instruction, social and cultural studies, and social foundations, as well as degrees or areas of specialization/emphasis in mathematics education, science education, English education, social studies education, language/literacy studies, teacher education, early childhood education, multicultural education, and foreign language education. This proposed PhD in Educational Theory and Practice will contribute to the vitality of CEHS, will support the scholarship, teaching, and outreach of units within CEHS, and will leverage the resources of CEHS to support the development of the next generation of academic professionals. Furthermore, tenure-track and teaching-focused academic positions in the specialization areas listed above are frequently posted from institutions of various scope and size. As such,

this proposed program will meet the need for effective scholars and educators in these fields and will prepare potential students in fields with viable job prospects. Evidence for the need and demand for this degree can be drawn from the history of inquiries, applications, and enrollment into the Interdisciplinary PhD in Education, particularly the area of emphasis in Curriculum, Literacy, and Cultural Studies, which overlaps most with this proposed program.

Students in this major will complete a total of 60 credits of courses from an Educational Theory and Practice Program Core, a Research Core, Research and Teaching Practica, a Specialization Track, and Dissertation Research. Students will complete a qualifying exam and dissertation.

The proposal for this major was approved on March 21, 2019, by the WVU Graduate Council.

The West Virginia University Board of Governors is asked to approve this new major.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS

Meeting of April 12, 2019

- ITEM:** Approval of the Occupational Therapy Doctorate (OTD) within the School of Medicine
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That the West Virginia University Board of Governors approves the creation of a new Occupational Therapy Doctorate (OTD) within the School of Medicine.
- STAFF MEMBERS:** Joyce McConnell
Provost and Vice President for Academic Affairs and Research
- BACKGROUND:** West Virginia University, School of Medicine, is requesting approval to initiate a new Occupational Therapy Doctorate (OTD) in the Summer of 2021.
- The OTD program will replace the current Master of Occupational Therapy (MOT) program due to the mandate of the Accreditation Council for Occupational Therapy Education (ACOTE) that all educational programs transition to the OTD.
- The Bureau of Labor statistics predicts a 26% increase in occupational therapy jobs in the next 10 years. This is a very strong outlook and much faster growth than other career fields. Student demand for the current OT program is quite high with an average of 85 qualified students competing for 40 available spots each year.
- The current Occupational Therapy program undergoes regular review by a national accreditation body, The Accreditation Council for Occupational Therapy Education (ACOTE). This accreditation process will continue with the new degree designation. Accreditation standards require the development and implementation of a program evaluation plan and regular assessment of student learning.

Resources needed to implement this new program have been determined, and a financial plan has been developed and approved by the School of Medicine.

The proposal for this degree program was approved on March 21, 2019, by the WVU Graduate Council.

The West Virginia University Board of Governors is asked to approve this new degree program.

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS

Meeting of April 12, 2019

ITEM:	Termination of MA in World Languages, Literature, and Linguistics
INSTITUTION:	West Virginia University
COMMITTEE:	Full Board – Consent Agenda
RECOMMENDATION:	Resolved: That the West Virginia University Board of Governors approves the termination of the MA program in World Languages, Literature, and Linguistics in the Eberly College of Arts and Sciences
STAFF MEMBERS:	Joyce McConnell Provost and Vice President for Academic Affairs and Research
BACKGROUND:	<p>West Virginia University, Eberly College of Arts and Sciences, is requesting approval to terminate the MA in World Languages, Literature, and Linguistics, effective in the Fall of 2022.</p> <p>In order to comply with the academic definition of a major, three separate new majors [Linguistics, Spanish, and Teaching of English to Speakers of Other Languages (TESOL)] were created to replace the MA in World Languages, Literature, and Linguistics. These new majors were approved by the BOG in February 2019.</p> <p>Current students will be allowed to complete either their current major or one of the new majors.</p> <p>This termination has been approved by the Associate Provost for Graduate Academic Affairs in consultation with the Graduate Council.</p> <p>The West Virginia University Board of Governors is asked to approve this termination.</p>

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

ITEM: Approval of BOG Committees

INSTITUTION: West Virginia University

COMMITTEE: Full Board – Consent Agenda

RECOMMENDATION: Resolved: That the West Virginia University Board of Governors approves the updated committee structure/assignments for 2018-2019, as presented.

STAFF MEMBER: William D. Wilmoth
BOG Chairman

BACKGROUND: This board approved updated committee appointments for 2018-2019 during its December 14, 2018 regular meeting. Since that date the governor appointed Charles L. Capito, Jr. to succeed board member, Thomas Flaherty, as a member of the WVU Board of Governors.

The attached chart lists the updated committee structure/assignments for West Virginia University Board of Governors members for the balance of 2018-2019 - until new committees are assigned during the September 2019 regular board meeting.

Committee Structure

The Board of Governors will have the following six committees: Academic Affairs and Accreditation Committee; Audit Committee; Divisional Campus Committee; Executive Committee; Finance and Facilities and Revitalization Committee; and Strategic Plans and Initiatives Committee.

Academic Affairs and Accreditation Committee:

Matters relating to the quality and advancement of the academic mission of the University, which includes health sciences and all academic colleges, will come before this committee. Also includes matters related to West Virginia University's institutional accreditation by the Higher Learning Commission, to include academic and administrative standards, institutional mission, ethical and responsible conduct, educational offerings, assessment and evaluation, and the University's long-term stability through planning and resource allocation, and institutional effectiveness. Committee members include:

Charles L. Capito, Jr.
Thomas Heywood, Chair
Dr. Stanley Hileman
Isaac Obioma
Ed Robinson
Dr. Matthew Valenti
Dr. Kim Weaver
William Wilmoth
WVU Administrative Liaison: Provost Joyce McConnell

Audit Committee:

The Audit Committee is appointed by the Board to oversee the (1) financial reporting processes, including financial statement and disclosure matters, (2) qualifications, independence and performance of the independent auditors, (3) performance of the University's internal audit function and (4) the University's compliance with applicable policies, regulations, laws and other directives as determined by the Board. This committee will set the overall tone for an effective internal control structure at the University supporting quality financial reporting, sound risk practices and ethical behavior. [Click [HERE](#) to access the Audit Committee Charter] Committee members include:

David Alvarez, Chair
Thomas Heywood
J. Thomas Jones
Lisa A. Martin
Richard Pill
James R. (JR) Rogers
Benjamin Statler
William Wilmoth
WVU Administrative Liaison: Director of Internal Audit, Bryan Shaver

Divisional Campus Committee:

Issues related to the West Virginia University Institute of Technology, Potomac State College of West Virginia University, and West Virginia University at Beckley will come before this committee (including, but not limited to, annual budget plans, salary plans, academic strategic plans and facility strategic plans) as well as issues related to the implementation of WV legislation divisional campuses. Committee members include:

Charles L. Capito, Jr.
Elmer Coppoolse
Thomas Heywood
Dr. Stanley Hileman
Isaac Obioma
Lisa A. Martin
Edward L. Robinson, Chair
Dr. Matthew Valenti
WVU Administrative Liaison: Provost Joyce McConnell

Executive Committee:

The Executive Committee is authorized to act on behalf of the full board, when requested to do so by the Board or when convening the Full Board is impracticable. Committee members include the board officers, the chairpersons of each of the above-mentioned committees, and the immediate past chairman of the Board, if still a member of the Board. Committee members include:

David Alvarez (BOG Vice-Chair and Chair of the Audit Committee)
Marty Becker (Chair of the Strategic Plans and Initiatives Committee)
President E. Gordon Gee (Ex-Officio)
Thomas Heywood (Chair of the Academic Affairs and Accreditation Committee)
J. Thomas Jones (Chair of the Finance and Facilities and Revitalization Committee)
Taunja Willis Miller (BOG Secretary)
Edward Robinson (Chair of the Divisional Campus Committee)
William Wilmoth (BOG Chair)

Finance and Facilities and Revitalization Committee:

Monitoring the management control of financial and business affairs, annual budget requests, personnel matters, solicitation and management of certain contracts or consortium agreements for the campuses of West Virginia University will come before this committee for consideration and disposition. Also, oversight, and planning of facilities and real estate holdings, property allocation, facilities master plan, multi-year capital budgets, space utilization, deferred maintenance, environmental health and safety, construction project management and other issues related to ensuring an environment and infrastructure needed to support the primary mission for various campuses of West Virginia University will come before this committee for consideration and assessment. Committee members include:

David Alvarez

Marty Becker

Dr. Stanley Hileman

J. Thomas Jones, Chair

Lisa A. Martin

Taunja Willis Miller

J. Robert (J.R.) Rogers

Benjamin Statler

WVU Administrative Liaisons: Vice President for Strategic Initiatives, Rob Alsop, and
Vice President and Chief Financial Officer, Paula Congelio

Strategic Plans and Initiatives Committee:

Matters relating to strategic planning and initiatives, capital planning, master planning; guidance regarding policies and strategic plans/initiatives and assessments related to the education, research, information technology and service missions of West Virginia University; assuring specific legislative priorities as described in state and federal laws are addressed; and outreach and public service initiatives for West Virginia University will come before this committee for consideration and disposition. Committee members include:

Marty Becker, Chair

Elmer Coppoolse

Isaac Obioma

Taunja Willis Miller

Richard Pill

J. Robert (J.R.) Rogers

Dr. Kimberly Weaver

WVU Administrative Liaison: President E. Gordon Gee

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of April 12, 2019

- ITEM:** Appointment to County Extension Committees
- INSTITUTION:** West Virginia University
- COMMITTEE:** Full Board – Consent Agenda
- RECOMMENDATION:** Resolved: That the West Virginia University Board of Governors approves the nominees and alternates for positions on the County Extension Service Committees in West Virginia, as presented.
- STAFF MEMBER:** Joyce McConnell, JD, LL.M.
Provost and Vice President for Academic Affairs
- BACKGROUND:** The Board of Governors of West Virginia University is responsible for approving the appointments of individuals to the County Extension Service Committees which function in each county of West Virginia.
- Please review the nominees and alternates. You are asked to approve both, as a first choice may have to refuse the position, and the alternate is then approached.

Barbour COUNTY
3/20/2019 DATE

RECOMMENDED ALTERNATE:

Name: *Jim Poling*

Address: *575 4-H Camp Road Philippi WV 26416*

Phone Number(s): *304-457-4376*

E-mail: *jgpoling@msn.com*

Education: *High School Education*

Occupation: *Retired Miner 19 ½ years; full time farmer & businessman*

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Chamber of Commerce Member, Business owner of multiple businesses & rental properties in Belington & Philippi

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)
WV Cattleman's Association, Angus Breeders Association, Barbour Co. Livestock Association

Previous experience with WVU Extension Activities: *Barbour Co. Calf Pool & Producer in both WVU Bull Test Stations*

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X; gender: yes___ no X

Previous service on CESC: (include approximate dates of service) 2013-2016

Barbour COUNTY
3/18/2019 DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Brenda Hunt

Address: 532 Glade Run Moatsville WV 26405

Date term expires: 2019

NOMINATED MEMBER:

Name: *Brenda Hunt*

Address: *532 Glade Run Moatsville WV 26405*

Phone Number(s): *304-457-1295(office) 304-457-5057 (home)*

E-mail: *Brenda@heartandhouse.org*

Education: *B.S. in Management (Davis & Elkins College; Certificate in Non-Profit Management , WVU)*

Occupation: *Executive Director, Heart & Hand House, Inc. a 501(c)(3) nonprofit organization*

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority) *President, Barbour County Chamber of Commerce, Treasurer, WV Farmers Market Association, Director, Barbour County Emergency Food & Shelter Board*

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN) *Board Member @ Mountaineer Food Bank, Advisory Council Member, Kid Reach; member, Barbour County Ministerial Association, volunteer @ Philippi Main Street Healthy Initiatives project*

Previous experience with WVU Extension Activities:

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no___; gender: yes___ no_X___

Previous service on CESC: (include approximate dates of service) *2016-2019*

BROOKE COUNTY

March 20, 2019

Employees and/or community leaders involved in selection of those recommended:

Jason Rine, Lois Flouhouse and Norm Schwertfeger

Incumbent:

Name: Joy Crawford
Address: 4135 Bethany Pike, Wellsburg, WV 26070
Date term expires: June 30, 2019

NOMINATED MEMBER:

Name: Joy Crawford
Address: 4135 Bethany Pike, Wellsburg, WV 26070
Phone Number(s): (304) 829-4824
E-mail:
Education:
Occupation: Retired

Leadership positions in community:

Joy is the past Executive Director of the Brooke County Senior Center.

Involvement in other community activities:

Joy was an active volunteer on numerous organizations and indicated she wished to stay on as a member serving the Brooke County Extension Service Committee.

Previous experience with WVU Extension Activities:

Joy has been a member on the Brooke County Extension Committee and has excellent attendance. We rely on her stability of making the meetings and participating in important decision regarding the WVU-Extension Office in Brooke County.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no_X; gender: yes_X no___

Previous service on CESC: (include approximate dates of service) 7/1/2016- 6/30/2019

BROOKE COUNTY

March 20, 2019

**Employees and/or community leaders involved in selection of those recommended:
Jason Rine, Lois Flouhouse and Norm Schwertfeger**

Incumbent:

Name: Angela Kocher
Address: 948 Main Street, Follansbee, WV 26037
Date term expires: June 30, 2019

NOMINATED MEMBER:

Name: Angela Kocher
Address: 948 Main Street, Follansbee, WV 26037
Phone Number(s): 304.527.3410
E-mail: akocher948@aol.com
Education:
Occupation: RSVP, Director of Brooke, Hancock, Ohio, & Marshall Counties & Steubenville, OH area

Leadership positions in community:

Angela served as the RSVP Director for several counties in WV, and currently serves as the CFO at the Brooke Senior center.

Involvement in other community activities:

Angela also serves as an elected council person for Follansbee, WV.

Previous experience with WVU Extension Activities:

Angela has served very faithfully on the Extension Service Committee. Angela is a strong community minded individual and it is apparent in her commitment to the Extension Service Committee.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes ___ no X ; gender: yes X no ___.

Previous service on CESC: (include approximate dates of service): 07/01/2016 – 06/30/2019

BROOKE COUNTY

March 20, 2019

**Employees and/or community leaders involved in selection of those recommended:
Jason Rine, Lois Flouhouse and Norm Schwertfeger**

Incumbent:

Name: Sandy Rogers
Address: 632 Main Street, Wellsburg, WV 26070
Date term expires: June 30, 2019

NOMINATED MEMBER:

Name: Sandy Rogers
Address: 632 Main Street, Wellsburg, WV 26070
Phone Number(s): 304.737.3665
E-mail: Sandy.A.Rogers@wv.gov
Education: Bachelors of Nursing
Occupation: Nurse

Leadership positions in community:

Sandy Rogers has worked for the Brooke County Health Department for several years, and she has actively participated in health programs throughout the community. As an RN with the County health Department, she has often partnered with Extension in community education programs and in the schools. She attends every Extension Service Committee meeting, and was just elected as incoming chairperson of the ESC.

Involvement in other community activities:

Health Fairs held throughout the community, Dining with Diabetes programs sponsored by WVU, and nutritional outreach programs.

Previous experience with WVU Extension Activities:

Sandy has excellent attendance to the meetings, and she is a valuable asset to our committee, because of the programs the Brooke County Extension Office sponsors that she makes every effort to assist with whenever time allows. Sandy presented an item that is used for testing for drug use at one of our Extension meetings.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X; gender: yes X no___

Previous service on CESC: (include approximate dates of service) 07/01/2016 – 06/30/2019

CPC: Brian Sparks

Fayette County

**WVU EXTENSION SERVICE COMMITTEE
As of February 2019**

AGENCY

MEMBER

COUNTY COMMISSION

John Brenemen
PO Box 307
Fayetteville, WV 25840
(304) 574-4290 john.brenemen@gmail.com

BOARD OF EDUCATION

Darrin McGuffin, *ESC President*
103 Grey Avenue
Oak Hill, WV 25901
(304) 222-3557 mcguffindarrin@yahoo.com

FARM BUREAU

Steve Keeney
369 River Road
Rainelle, WV 25962
(304) 438-3427

4-H LEADERS ASSOCIATION

Zachary "Montana" Callison
209 Halstead Street
Oak Hill, WV 25901
(304) 575-6740 montanacallison7@yahoo.com

COMMUNITY EDUCATIONAL
OUTREACH SERVICE

Disbanded

BOARD OF GOVERNORS

Marion Tanner *ESC Secretary* 2016-2019
2351 Maple Avenue (2nd Term)
Fayetteville, WV 25840
(304) 574-2228
(304) 228-5394 mgtanner@suddenlink.net

Patrick Bennett 2016-2019
114 Bell Grove Place (2nd Term)
Fayetteville, WV 25840
(304) 575-7385 plbennet@k12.wv.us

Teri Harlan 2018-2021
311 Kelly Avenue (1st Term)
Oak Hill, WV 25901
(304) 362-3171 teri.n.harlan@wv.gov

HANCOCK COUNTY
March 22, 2019

Employees and/or community leaders involved in selection of those recommended:

Incumbent: None – 2nd term of Melissa Reed has ended.

Name:

Address:

Date term expires:

NOMINATED MEMBER:

Name: Mary Ball

Address: 178 Culler Road, Weirton, WV 26062

Phone Number(s): 304-914-1746

E-mail: mball@brookehancockfrn.org

Education: High School diploma; current part-time college student

Occupation: Drug Prevention Coordinator

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

- Top of WV Resource Fair – Chair, Education Committee
- Northern Panhandle Head Start Policy Council – Secretary
- Shop ‘n Save – Union Steward

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

- Ohio Valley Health Education Council - Member

Previous experience with WVU Extension Activities:

- **Community member who has worked in collaboration with WVU Extension in the area of drug abuse prevention.**

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no__X__; gender: yes___ no__X__

Previous service on CESC: (include approximate dates of service) – None

This nominee has been submitted because of her extensive knowledge of substance abuse in Hancock County. She has been working as the Drug Prevention Coordinator for a (federal) Drug Free Communities Grant since 2013. She works with volunteers and routinely invites our office to take part in events in the community. She is a working mother/college student. Her experience will bring an added dimension to the Extension Service Committee.

HANCOCK COUNTY
March 22, 2019

RECOMMENDED ALTERNATE:

Name: Jackie Huff

Address: 536 Indiana Avenue, Chester, WV 26034

Phone Number(s): 304-564-3343

E-mail: jackie.l.huff@wv.gov

Education: Bachelor's Degree – Business Administration

Occupation: Health Department Administrator

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Previous experience with WVU Extension Activities: The Health Department has collaborate with our office to host two community-accessible blood pressure monitoring stations.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no__x__; gender: yes___ no__x__

Previous service on CESC: (include approximate dates of service) - None.

This nominee has been submitted because of her work as the administrator of the Hancock County Health Department. As such, she has extensive knowledge of the health issue in Hancock County – including substance abuse. Her experience will bring an added dimension to the Extension Service Committee.

_____ **Hardy** _____ **COUNTY**
_____ **3/19/2019** _____ **DATE**

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Roy Harper

Address: 7293 US Highway 220 South, Moorefield WV 26836

Date term expires: 2019

NOMINATED MEMBER:

Name: John Davis

Address: 118 Willow Tree Drive, Moorefield, WV 26836

Phone Number(s): 304-434-2719 H, 304-257-3203 C

E-mail: jdavis@summitfgi.com W, jdavis@hardynet.com H

Education: WVU 1996, BS Electrical Engineering, BS Computer Engineering

Occupation: Director of IT for Summit Financial Group

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority) **Hardy County 4-H All Stars, Treasurer; Oak Dale Challengers 4-H Club, Assistant Leader; Potomac Highlands Amateur Radio Club, Treasurer; Valley TV Cooperative, board member; Hardy County 4-H Camp Association, Trustee**

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN) **National Weather Service/Skywarn, volunteer weather spotter; Hardy County CERT (Community Emergency Response Team), member; Hardy County 4-H Camp, counselor;**

Previous experience with WVU Extension Activities: 1 term on CESC

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes ___ no ___; gender: yes ___ no ___

Previous service on CESC: (include approximate dates of service) ___2005 - 2008_____

Jefferson COUNTY
_____ DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Heather Duncan

Address: 79 Oakwood Drive, Shepherdstown, WV 25443

Date term expires: June 30, 2019

NOMINATED MEMBER:

Name: Larry Willingham

Address: 534 Hinton Road, Kearneysville, WV 25430

Phone Number(s): 304-671-3927

E-mail: larry@willingham.us

Education: Associates Degree

Occupation: Computer Operator, Jefferson County Schools Transportation Department

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Owner/operator of Daisy Lane Farm, a small farm with an emphasis on 4-H youth projects.

Previous experience with WVU Extension Activities:

Prior director of the Tri-County Camping Program, 1997-2004, the 4-H Camp that serves youth of Berkeley, Jefferson, and Morgan County through three weeks of age-specific youth development camps. Sole director of all three camps from 2001-2004.

Please indicate if this nomination is submitted to achieve balance of committee

membership in regard to: race: yes___ no X; gender: yes X no ___

Previous service on CESC: (include approximate dates of service) None

JEFFERSON COUNTY
March 20, 2019

RECOMMENDED ALTERNATE:

Name: Susan Brandenburg

Address: 681 New Meadow Drive, Kearneysville, WV 25430

Phone Number(s): 304-283-4225

E-mail: Brandenjs@frontiernet.net

Education: B.S., Education, Family & Consumer Sciences certification
Shepherd University
M.S., School Counseling
American Public University

Occupation: School Counselor, C.W. Shipley

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Previous experience with WVU Extension Activities:

4-H parent

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X; gender: yes___ no X

Previous service on CESC: (include approximate dates of service) None

**Lewis County
March 19, 2019**

Employees and/or community leaders involved in selection of those recommended:

Bruce M. Loyd, Extension Agent

Megan N. Midcap, Extension Agent

Incumbent:

Name: Lora Abruzzino

Address: 502 E. 8th St, Weston, WV 26452

Date term expires: June 30, 2019

NOMINATED MEMBER:

Name: Phyllis Hinterer

Address: P O Box 730, Jane Lew, WV 26378

Phone Number(s): 304 – 884-7944 home; 304 – 997-9118 cell; 304-269-6930 work

E-mail: phyllis.hinterer@frontier.com

Education: BS Civil Engineering; WVU 1983; MBA; WVU 1990;

**Occupation: Director Area Operations, Southern Area; Dominion Energy
Transmission, Inc.**

Leadership positions in community:

**Council person, Jane Lew Town Council; Treasurer and past President, WV
Livestock Roundup; Board member – Jacksons Mill Jubilee**

Involvement in other community activities:

**Member – Weston Rotary Club; member – WVSPE; member - AAUW; Relay for
Life;**

**Previous experience with WVU Extension Activities: 4-H member till 21; All Star;
Judge of Visual Presentations; Youth Livestock Activities**

**Please indicate if this nomination is submitted to achieve balance of committee
membership in regard to: race: yes___ no__X__; gender: yes___ no__X__**

Previous service on CESC: (include approximate dates of service) None

RECOMMENDED ALTERNATE:

Name: Larry Haddix
Address: 576 Old Rt. 33
Weston, WV 26452

Phone Number: 269-7499

Education: 4 yr. degree, communications

Occupation: Owner, H & M Motors, Weston

Leadership positions in community:
(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

none

Involvement in other community activities:
(e.g. member, county library board; volunteer, community council; member, FRN)

Lay speaker at Stonecoal United Methodist Church

Previous Experience with WVU Extension Activities:

none

Previous service on CESC: (approximate dates of service) -

none

_____ **Logan** _____ **COUNTY**
_____ **2019** _____ **DATE**

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: David Allen Gilpin

Address:

Date term expires:

NOMINATED MEMBER:

Name: Debrina Williams

Address: PO Box 218 Logan, WV 25601

Phone Number(s): 304-752-1324

E-mail:

Education: bachelors of Arts

**Occupation: Executive Director, Logan County Chamber of Commerce, Hatfield
McCoy Convention and Visitor's Bureau**

Leadership positions in community:

**(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors,
economic development authority) Logan County Chamber of Commerce, Ambassador
Christian Academy Board of Directors, Leadership WV-Leadership Logan**

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Family Resource Network Board member, Kiwanis Club**

**Previous experience with WVU Extension Activities: past Extension Service
Committee member**

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes ____ no __x__; gender: yes ____ no __x__

Previous service on CESC: (include approximate dates of service) ____2011-2013 ____

_____ **Logan** _____ **COUNTY**
_____ **2019** _____ **DATE**

RECOMMENDED ALTERNATE: Donna Adkins

Name: Steven Browning

Address: 300 Stratton Street, Courthouse Room 203

Phone Number(s): 304-792-8630

E-mail:

Education:

Occupation: Logan County Health Department Threat Preparedness Coordinator

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Southwestern Regional Day Report Center Community Resource Team Member**

Previous experience with WVU Extension Activities:

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no___; gender: yes___ no___

Previous service on CESC: (include approximate dates of service)_____

_____ **Logan** _____ **COUNTY**
_____ **3/2019** _____ **DATE**

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Debra Robinson

Address: PO Box 27

Date term expires: 2018

NOMINATED MEMBER:

Name: Beth Cook

Address: 300 Main Street, Lower Level

Phone Number(s): 304-792-6261 (Work)

E-mail:

Education:

Occupation: Child Advocacy Center Director

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN) volunteer

Previous experience with WVU Extension Activities: Collaborated with WVU Extension service to provide educational and volunteer services for clients

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no___; gender: yes___ no_x___

_____ **Logan** _____ **COUNTY**
_____ **3/2019** _____ **DATE**

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Elizabeth Tackett

Address: PO Box 214, Accoville WV 25606

Date term expires: 2019

NOMINATED MEMBER:

Name: Elizabeth Tackett

**Address: PO Box 214
Accoville, WV 25606**

Phone Number(s): (304)- 583-2676 (Home); 304-583-7887 (Work)

E-mail: etackett@cabell.lib.wv.us

Education:

Occupation: Retired Library Director

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority) Man's Lion Club President, Hemlock Hills Garden Club Treasurer

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
FRN Board Member**

Previous experience with WVU Extension Activities:

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no___; gender: yes___ no_x___

Previous service on CESC: (include approximate dates of service)___2016-2019___

_____ **Logan** _____ **COUNTY**
_____ **2019** _____ **DATE**

RECOMMENDED ALTERNATE: Debrina Williams

Name: Laura Herndon

Address: PO Box 1346, Logan WV 25601

Phone Number(s): 304-752-5344

E-mail: laura.herndon@loganpride.com

Education: Associates Degree

Occupation: Health and Disabilities Manager

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Family Resource Network member, Healthy Logan County Coalition member**

Previous experience with WVU Extension Activities: worked with Families and Health Unit to deliver nutrition and obesity prevention education; working with Dietician with Family Nutrition Program on Head Start menus for FY 2017-2018

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no__x__; gender: yes__x__ no___

Previous service on CESC: (include approximate dates of service)___

N/A_____

_____ **Logan** _____ **COUNTY**
_____ **3/2019** _____ **DATE**

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Christopher Trent

**Address: 2 Greenville Road
Man, WV 25635**

Date term expires: 2019

NOMINATED MEMBER:

Name: Donna Adkins

**Address: 300 Stratton Street
Courthouse Room 203
Logan, WV 25601**

Phone Number(s): 304-792-8630 (Work)

E-mail: donna.s.adkins@wv.gov

Education:

Occupation: Logan County Health Department Office Manager

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Previous experience with WVU Extension Activities: Collaborated with WVU Extension service to provide support and educational opportunities to Logan County residents

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes____ no____; gender: yes____ no_x____

Previous service on CESC: (include approximate dates of service)____N/A_____

_____ **Logan** _____ **COUNTY**
_____ **2019** _____ **DATE**

RECOMMENDED ALTERNATE: Beth Cook

Name: Rebecca Farmer

Address: PO. Box 308
Logan, WV 25601

Phone Number(s): 304-792-6261

E-mail:

Education:

Occupation: Logan Child Advocacy Center Therapist

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority) Lincoln Primary Care Center Board of Directors

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN) Tug Valley Recovery Shelter Board Member

Previous experience with WVU Extension Activities:

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no___; gender: yes___ no___

Previous service on CESC: (include approximate dates of service)_____

MARSHALL COUNTY

February 20, 2019

Employees and/or community leaders involved in selection of those recommended:

Lisa Ingram; Cheryl Kaczor; Terri McGuire, Molly Poffenbarger

Incumbent:

Name: Selena Straughn

Address: 120 Patricia Court, Moundsville, WV 26041

Date term expires: 1/1/2019

NOMINATED MEMBER:

Name: Susan Harrison

Address: 304 First Street Glen Dale WV 26038

Phone Number(s): 304-830-2111

E-mail: executivedirector@wvcasaforchildren.com

Education: MSW, MPA

Occupation: Social Worker

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

- Executive Director of CASA for Children 11 years
- Executive Director of Helping Heroes 9 years
- Lead of the Marshall County Partners in Prevention Team

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

- Member of Parent Association at Glen Dale Elementary

Previous experience with WVU Extension Activities:

- Teach child abuse prevention trainings with Cheryl Kaczor

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes ___ no X; gender: yes ___ no X

Previous service on CESC: (include approximate dates of service) NONE

MARSHALL COUNTY

March 7, 2019

RECOMMENDED ALTERNATE:

Name: Brandy Hudson

Address: 132 Lafayette Avenue, Moundsville, WV 26041

Phone Number(s): 304-845-9550

E-mail: brandy@hudsonpremier.com

Education: BA Education; Doctorate of Physical Therapy

Occupation: Physical Therapist/Clinic Owner

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Local Business Owner; Board of Directors Marshall County Chamber of Commerce; Member Marshall County Chamber of Commerce

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN) Lions Club

Previous experience with WVU Extension Activities:

Marshall County 4-H Fundraiser Supporter

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no ☒; gender: yes___ no ☒

Previous service on CESC: (include approximate dates of service) NONE

**Marshall County
3/8/2019**

Employees and/or community leaders involved in selection of those recommended: Lisa Ingram; Cheryl Kaczor; Terri McGuire, Molly Poffenbarger

Incumbent:

Name: Mike Dunn

Address: 502 Dunn Drive, Cameron, WV 26033

Date term expires: 1/1/2019

NOMINATED MEMBER:

Name: Dennis Aston

Address: 3679 Lone Oak Road, Cameron, WV 26033

Phone Number(s): 304-231-4637

E-mail: dennis.aston@williams.com

Education: Cameron High School/United States Navy

Occupation: Williams Energy OPTECH; Small Business Owner: Aston PVS

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

**President: FFA Alumni; Marshall County Livestock Club Adult Advisor
Small business owner**

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Marshall County Fairboard, Cameron FFA Volunteer**

Previous experience with WVU Extension Activities:

Work with 4-H and FFA Livestock Club in Marshall County; Volunteer for Fair livestock shows; supporter of fundraisers for CEOS/4-H

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes____ no X; gender: yes X no____

Previous service on CESC: (include approximate dates of service) NONE

Marshall COUNTY

3/6/19

RECOMMENDED ALTERNATE:

Name: Sara Wood

Address: 114 Cypress Avenue, Moundsville WV 26041

Phone Number(s): 304-639-6088

E-mail: swood@wvncc.edu

Education: Master of Public Administration, WVU

Occupation: Director of Student Activities

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Moundsville City Council Member, Chairperson of the Moundsville Arts Committee, Chairperson of the Moundsville Grants Committee, Member of the Traffic Committee, participating on Moundsville's Strategic Planning, Policy, and Finance Committees

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

See above

Previous experience with WVU Extension Activities:

I have worked with WVU Extension on several initiatives while serving as the project coordinator of the Marshall County FRN. Projects included community wide food drives, donation collections to support local non-profit organizations, and FRN "Closet of Hope" Projects. I also assisted in providing children's activities at the Marshall County Fair on Children's Day while with the FRN.

Please indicate if this nomination is submitted to achieve balance of committee

membership in regard to: race: yes___ no_x___; gender: yes___ no_x___

Previous service on CESC: (include approximate dates of service None

MARSHALL COUNTY

February 20, 2019

Employees and/or community leaders involved in selection of those recommended: Lisa Ingram; Cheryl Kaczor; Terri McGuire, Molly Poffenbarger; Existing Extension Service Committee

Incumbent:

Name: Brad Howard

Address: 701 Buena Vista Drive, Glen Dale, WV 26038

Date term expires: 1/1/2019

NOMINATED MEMBER:

Name: Vickey Battista

Address: 56 Fort Clarke Drive, Benwood, WV 26031

Phone Number(s): work - 304-233-0830, cell - 304-312-8504

E-mail: Vickey.benwood@comcast.net

Education: High school diploma

Occupation: Executive Director – Benwood-McMechen Housing Authority

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Executive Director—Benwood-McMechen Housing; Sherrard Elementary PTO – served as Secretary

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Ladies League of Marshall County – member

Volunteer @ Sherrard Middle School & Sherrard Elementary Assisted teachers, tutored, assisted with lunches.

Previous experience with WVU Extension Activities:

4-H Leader

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X; gender: yes___ no X

Previous service on CESC: (include approximate dates of service)_ NONE

**Marshall County
March 8, 2019**

RECOMMENDED ALTERNATE:

Name: Jodi Cunningham

Address: 797 Beams Lane, Moundsville, WV 26041

Phone Number(s): 304-280-5474

E-mail: jodi@bordaslaw.com

Education: BS Business Admin, Fairmont State; JD WVU College of Law

Occupation: Attorney

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Board Member Appalachian Outreach; Board Member Marshall County Chamber of Commerce

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
As above**

Previous experience with WVU Extension Activities:

Volunteer at Marshall County Fair--judging

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X; gender: yes___ no X

Previous service on CESC: (include approximate dates of service) NONE

MASON COUNTY
March 7, 2019 DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Charles Zuspan

Address: 7029 Potter's Creek Road, West Columbia, WV 25287

Date term expires: 2018

NOMINATED MEMBER:

Name: Jim Henderson

Address: 9720 Kanawha Valley Road, Henderson, WV 25106

Phone Number(s): 304-593-1988

E-mail: hendersonfarm@yahoo.com

Education: Potomac State

Occupation: Mason County Dairy Farmer and Farm Owner

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Point Pleasant High School Wrestling Program

Mason County Cattleman's Association

Previous experience with WVU Extension Activities:

Children have been in 4-H. Participates in Agriculture Education Topics

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no_X; gender: yes___ no_X_

Previous service on CESC: (include approximate dates of service)___None

MASON COUNTY
March 7, 2019 DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Scot Muncy

Address: 1519 Kanawha Street, Point Pleasant, WV 25550

Date term expires: 2018

NOMINATED MEMBER:

Name: Jennifer Thomas

Address: 891 Vernon Church Road, Letart, WV 25253

Phone Number(s): 304-675-0152

E-mail: jbcmthomas@yahoo.com

Education: Hocking College

Occupation: Administrator-Nursing Director, Mason County Health Department

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Mason County CEOS member

Member Vernon United Methodist Church

Previous experience with WVU Extension Activities:

Family owns a cattle farm and children participate in 4-H

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no_X; gender: yes___ no_X_

Previous service on CESC: (include approximate dates of service)___None

MASON COUNTY
March 7, 2019 DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Lisa Bechtle

Address: 780 Bud Chattin Road, Leon, WV 25123

Date term expires: 2018

NOMINATED MEMBER:

Name: R. F. Stein

Address: 3045 Sand Fork Road, Gallipolis Ferry, WV 25515

Phone Number(s): 304-593-5280

E-mail: rfsteinlaw@gmail.com

Education: WVU University

Occupation: Mason County Prosecuting Attorney

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Mason County Fair Board Officer

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Member of Ashton Baptist Church

Previous experience with WVU Extension Activities:

Children have been in 4-H.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no_X; gender: yes___ no_X_

Previous service on CESC: (include approximate dates of service)___None

**MERCER COUNTY
December 2018**

Incumbent:

Name: Gary Brown

Address: 903 Highland Ave
Princeton WV 24740

Date term expires: 2021

NOMINATED MEMBER:

Name: Gary Brown

Address: 903 Highland Ave Princeton WV 24740

Phone Number(s): 304-920-1505 (cell)
304-323-6433 (work)

E-mail: gsbrown@fcbinc.com

Education: Bachelor of Science from Concord College with an emphasis in Accounting and Finance

Occupation: V.P. Credit Administration of First Community Bank

Leadership positions in community:

- Business Advisory Board at Concord University
- Previous Treasury Mercer County 4-H Leaders Association

Involvement in other community activities:

Mercer County 4-H
First Baptist Church
Athens Elementary School

Previous experience with WVU Extension Activities:

Long term member and leader of the 4-H program (20+years)

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X ; gender: yes___ no___

Previous service on CESC: (include approximate dates of service) ___N/A___

MERCER COUNTY
February 2019

Name: Sarah Johnson

Address: 361 Hazelnut Drive, Princeton, WV 24739

Phone Number(s): 304-425-0414 or 304-952-1416

E-mail: sarah.johnson@suddenlink.net

Education: BS WVU 1994, Paralegal Certificate Duquesne University 1994

Occupation: Liability Claim Adjuster, Erie Insurance

Leadership positions in community:

President Mercer County 4-H Leaders

Past President and Secretary Woodside Estates Homeowners Association

Past Secretary Melrose Elementary PTO

Past Secretary Pikeview Middle School PTO

Involvement in other community activities:

Active member of First United Methodist Church in Princeton

Previous experience with WVU Extension Activities:

4-H Alumni, 4-H All Star, 4-H Leader

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no__X__ ; gender: yes__X__ no___

Previous service on CESC: (include approximate dates of service)___N/A__X__

**Pleasants County
March 2019**

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Randa Gregg
Address: 232 Greggs Ridge Road
St. Marys, WV 26170

Date term expires: June 2019

Nominated Member:

Name: Mary Hooper
Address: 1071 Hebron Road
St. Marys, WV 26170

Phone Number: 304-684-3552
E-mail: mary.hooper@wvlc.lib.wv.us
Education: BS Accounting – WVU (2011)
Occupation: Director, Pleasants County Public Library

Leadership positions in community: Pleasants County Library Board

Involvement in other community activities: Volunteer with Pleasants County Schools;
Pleasants County Historical Society; Pleasants County Agricultural Youth Fair;
Community Champions

Previous experience with WVU Extension Activities: Assistant 4-H Club Leader; Teen
Leader Advisor; 4-H Camp Counselor; CEOS club leader

Please indicate if this nomination is submitted to achieve balance of committee
membership in regard to:

Race: ____ Yes X No
Gender: ____ Yes X No

Previous service on CESC: (include approximate dates of service:
_____ to _____)

RALEIGH COUNTY
2019

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Barbara Denise Moore

Address: 112 Kaluha Lane - Beckley WV 25801

Date term expires: 2018

NOMINATED MEMBER:

Name: Barbara Denise Moore

Address: 112 Kaluha Lane - Beckley WV 25801

Phone Number(s): (304) 255-0072

E-mail: barbaramoore71@yahoo.com

Education: High School Graduate 1-2 year's college

Occupation: Homemaker

Leadership positions in community:

Board member of Carpenter's Corner, President of Mission Society Heart of God Ministries, Vice Chaplain of Enlightening New Life Women's Association

Involvement in other community activities:

Volunteer as cook at the Carpenter's Corner, Director of Food Service Hope Restored Day Camp, Volunteer, and Member of Nursing Home Ministry, Volunteer Chaplain at Appalachian Regional Hospital and Assistant Coordinator of Women United in Christ – Beckley Chapter.

Previous experience with WVU Extension Activities:

Director of Food Service at Hope Restored Day Camp that works in collaboration with the WVU Summer Feeding Program.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes ___ no X; gender: yes X no ___

Previous service on CESC: (include approximate dates of service) none

RITCHIE COUNTY

March 22, 2019

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name:

Address:

Date term expires:

NOMINATED MEMBER:

Name: JD Cunningham

Address: 10137 Smithville Road Harrisville WV 26362

Phone Number(s):

E-mail:

Education: Doctorate

Occupation: Veterinarian

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

- Ritchie County Youth Livestock Association Treasurer

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

- Ritchie County Fair Board Member
- Assistant Coach for Tee Ball and Little League

Previous experience with WVU Extension Activities:

Ritchie County 4-H Alumni, Current Ritchie County 4-H Parent

Please indicate if this nomination is submitted to achieve balance of committee

membership in regard to: race: yes___ no X; gender: yes___ no X

Previous service on CESC: (include approximate dates of service)_____

Ritchie COUNTY
March 22, 2019

RECOMMENDED ALTERNATE:

Name: Craig Mullen

Address: 509 E South Street Harrisville, WV 26362

Phone Number(s): 304-643-5392

E-mail: ccmullen@yahoo.com

Education: Bachelor Degree in Computer Programming from Marshall University

Occupation: WV Insurance Claims Manager

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

President Harrisville Volunteer Fire Department
Ritchie County 4-H Cloverbud Leader
Ritchie County 4-H Developmental Council Member

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Member and Sound Technician at Harrisville Baptist Church
EMT Ritchie County Ambulance Authority
Member Ritchie County Volunteer Fire Association

Previous experience with WVU Extension Activities:

Craig is a Ritchie County 4-H alumnus and has served as a camp counselor and volunteer for the past 13 years. He is very supportive of all of WVU Extension Service activities and programs.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X; gender: yes___ no X

Previous service on CESC: (include approximate dates of service) NA

Summers _____ COUNTY
3/18/19 _____ DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Julia Ann Lipscomb

Address: 419 Temple St.

Date term expires: 2019 (new president of 4-H Leaders' Association taking over)

NOMINATED MEMBER:

Name: Sonya Murrell

Address: 532 Hungards Creek Road Alderson, WV 24910

Phone Number(s): 304-573-1866

E-mail: smurrell@k12.wv.us

Education: Bachelor's, Masters

Occupation: School Counselor

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

President Summers County 4-H Leaders' Association

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Church activities, Bible School, fundraising for elementary school

Previous experience with WVU Extension Activities: WV 4-H All Star, leaders' association, leader of Cloverbud Club

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes ___ no ___ s ___; gender: yes ___ no ___ s ___

Previous service on CESC: (include approximate dates of service) _____ none _____

Summers _____ COUNTY
_3/18/19 _____ DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Joe Garcia

Address: PO Box 426 Hinton WV 25951

Date term expires: 2019 (member is currently working out of country and need someone local)

NOMINATED MEMBER:

Name: Jarod Hartwell

Address: 200 A Ballengee St. Hinton, WV 25951

Phone Number(s): 304-578-0457

E-mail: jarodhartwell@yahoo.com

Education: Bachelor's and Masters

Occupation: Teacher

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Treasurer of Summers County 4-H Leaders' Association

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Teacher, high school boys' basketball coach, sponsor of National Honor Society**

Previous experience with WVU Extension Activities: 4-H volunteer, previous club leader of high school 4-H club, camp staff, camp lifeguard, WV 4-H All Star

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no__x__; gender: yes___ no__x__

Previous service on CESC: (include approximate dates of service)_____None_____

TAYLOR COUNTY
March 20, 2019 DATE

Employees and/or community leaders involved in selection of those recommended:
John Murray, Sheila Westfall, Michaela Flohr, Taylor County ESC

Incumbent:

Name: Steve Tennant

Address: 296 Brown Rd, Grafton, WV 26354

Date term expires: Expired June 30, 2018

NOMINATED MEMBER:

Name: Todd Bolyard

Address: 524 Gawthrop Rd, Grafton, WV, 26354

Phone Number(s): 304-677-0581

E-mail: tscblyrd@aol.com

Education: BA Elementary Education

Occupation: Director of Transportation, Taylor County Board of Education
Farmer

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Board of Directors WV Cattleman's Association, Board of Directors Central WV Livestock Marketing Association

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)
Member of Farm Bureau

Previous experience with WVU Extension Activities:

Participant in Calf Pool, Attends Educational Programs, Parent of a Jr. Livestock member

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no x___; gender: yes___ no x___
Previous service on CESC: (include approximate dates of service) No

**TAYLOR COUNTY
3/20/2019 DATE**

RECOMMENDED ALTERNATE:

Name: Dave Shaver

Address: 5969 Beverly Pike, Grafton, WV 26354

Phone Number(s): 304-612-7942

E-mail: dshaver72@gmail.com

**Education: Associate Degree – General Science
Bachelor's Degree – Electronics Engineering Technology**

Occupation: IT Specialist

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

None

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

None

Previous experience with WVU Extension Activities:

4-H Volunteer, Shooting Sports Instructor, 4-H Parent

Please indicate if this nomination is submitted to achieve balance of committee

membership in regard to: race: yes___ no___; gender: yes___ no___

Previous service on CESC: (include approximate dates of service)___none___

TAYLOR COUNTY
March 20, 2019 DATE

Employees and/or community leaders involved in selection of those recommended:
John Murray, Sheila Westfall, Michaela Flohr, Taylor County ESC

Incumbent:

Name: Sherry Johnson

Address: 86 Bowman Lane, Thornton, WV 26440

Date term expires: June 30, 2019

NOMINATED MEMBER:

Name: Vickie Crimm

Address: PO Box 81, Flemington, WV 26347

Phone Number(s): 304-739-4680

E-mail: crimmfamily2015@hotmail.com

Education: Registered Nurse

Occupation: Maternity Triage Charge Nurse United Hospital Center

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

None

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Faith Church Internation, Bridgeport Girls Softball Association, Taylor County
Middle School Sports**

Previous experience with WVU Extension Activities:

**4-H Volunteer, 4-H Camp Nurse, 4-H All Star, Assists with Livestock Skillathons at
State Fair of WV**

**Please indicate if this nomination is submitted to achieve balance of committee
membership in regard to: race: yes___ no_x___; gender: yes___ no_x___**

Previous service on CESC: (include approximate dates of service) No

TAYLOR COUNTY
3/20/2019 DATE

RECOMMENDED ALTERNATE:

Name: Mark Currey

Address: 4122 George Washington Hwy, Grafton, WV, 26354

Phone Number(s): 304-203-2534

E-mail: curreyfarmswv@gmail.com

Education: High School – Machinist Certification

**Occupation: Retired from Pratt Whitney
Farmer**

Leadership positions in community:

**(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors,
economic development authority)**

None

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

None

Previous experience with WVU Extension Activities:

Participates in Educational Programs, Member of Calf Pool

Please indicate if this nomination is submitted to achieve balance of committee

membership in regard to: race: yes___ no___; gender: yes___ no___

Previous service on CESC: (include approximate dates of service)___none___

TAYLOR COUNTY
March 20, 2019 DATE

Employees and/or community leaders involved in selection of those recommended:
John Murray, Sheila Westfall, Michaela Flohr, Taylor County ESC

Incumbent:

Name: Amy Summers

Address: 98 Meadland Rd, Flemington, WV, 26347

Date term expires: Expired June 30, 2018

NOMINATED MEMBER:

Name: William "Bill" Lambert

Address: PO Box 183, Simpson, WV 26354

Phone Number(s): 304-669-8259

E-mail: wlambert1949@gmail.com

Education: High School, Welding Certification through Vocational School

**Occupation: Retired, Former employee of Union Carbide
Farmer**

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

President Taylor County Fair Board

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Previous experience with WVU Extension Activities:

Attends Educational Programs, Assists Jr. Livestock program as a grandparent, works with Extension on fair activities including exhibit hall and livestock shows.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no_x___; gender: yes___ no_x___

Previous service on CESC: (include approximate dates of service) No_____

TYLER COUNTY
March 18, 2019

Employees and/or community leaders involved in selection of those recommended: Snively, Bolin, Silliman, Ash, Vincent, Wells, Ammons, Rowland

Incumbent:

Name: Derek Thomas
Address: PO Box 41 Alma WV 26320
Date term expires: 2019

NOMINATED MEMBER:

Name: Andy Weekley
Address: 3540 Tyler Highway
Phone Number(s): 304-210-5491
E-mail: andyw@tylercountyfair.org
Education: Washington State Community College
Occupation: Communications Specialist CSX Corp

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

President, Tyler County Fair Board, Civil Service Board

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Chairman of the Harvest Festival Committee

Previous experience with WVU Extension Activities: None

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: no; gender: no

Previous service on CESC: (include approximate dates of service)

TYLER COUNTY
March 18, 2019

RECOMMENDED ALTERNATE:

Name: Julia Archer

Address: Rt 1 Box 164B Middlebourne WV 26149

Phone Number(s): 304-771-0022

E-mail: farmwitch73@gmail.com

Education:

Occupation: farmer

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Fair board member, livestock committee chairperson,

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Candidate for county commission, member of veterans' organizations

Previous experience with WVU Extension Activities:

Former 4-H member, former 4-H parent

Please indicate if this nomination is submitted to achieve balance of committee membership regarding: race: no gender: no

Previous service on CESC: (include approximate dates of service) 2010-2013

TYLER COUNTY
March 18, 2019

Employees and/or community leaders involved in selection of those recommended: Snively, Bolin, Silliman, Ash, Vincent, Wells, Ammons, Rowland

Incumbent:

Name: Jim Crumrine

Address: HC 69, Box 31 Middlebourne, WV 26149

Date term expires: 2019

NOMINATED MEMBER:

Name: Steve Gorrell

Address: 612 McCoaches Lane Sistersville, WV 26175

Phone Number(s): 304-652-4020

E-mail: steve_gorrell@yahoo.com

Education: Engineering

Occupation: Engineer

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Active in Habitat for Humanity, church charities and missions.

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Volunteers for camp improvement projects, and 4-H fundraisers

Previous experience with WVU Extension Activities:

Former 4-H member, camp volunteer, 4-H parent

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: no; gender: no

Previous service on CESC: (include approximate dates of service) None

TYLER COUNTY
March 18, 2019

RECOMMENDED ALTERNATE:

Name: Carrie Gorrell

Address: 612 McCoaches Lane Sistersville WV 26175

Phone Number(s): 304-652-4020

E-mail: cetgorrell@yahoo.com

Education:

Occupation: homemaker

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Treasurer – Tyler County 4-H Leaders

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Active in school and church activities/charities.

Previous experience with WVU Extension Activities:

Former 4-H member, club leader, camp volunteer,

Please indicate if this nomination is submitted to achieve balance of committee membership regarding: race: no gender: no

Previous service on CESC: (include approximate dates of service)

TYLER COUNTY
March 18, 2019

Employees and/or community leaders involved in selection of those recommended: Snively, Bolin, Silliman, Ash, Vincent, Wells, Ammons, Rowland

Incumbent:

Name: Mary Rohrig

Address: PO Box 128 Middlebourne WV 26149

Date term expires: 2018

NOMINATED MEMBER:

Name: Rodney Byers

Address: 250 Hanford Ave. Sistersville WV 26175

Phone Number(s): 304-652-2241

E-mail: rodney.byers@momentive.com

Education: B.S. Chemistry, West Liberty

Occupation: Quality Control Laboratory Manager, Momentive

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Board of Directors – Sistersville General Hospital

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Member Tyler Co Search and Rescue, Sistersville Elks Lodge

Previous experience with WVU Extension Activities: None

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: no gender: no

Previous service on CESC: (include approximate dates of service) None

TYLER COUNTY
March 18, 2019

RECOMMENDED ALTERNATE:

Name: Katrina Byers

Address: 250 Hanford Ave; Sistersville WV 26175

Phone Number(s): (w) 304-758-9000 x203
(c) 304-771-7388

E-mail: tylercountyfrn1@gmail.com

Education: BS Criminal Justice; West Liberty University

Occupation: Director for Tyler County Family Resource Network

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Tyler County Board of Education Vice President; Board member for the Lighthouse Child Advocacy Center; Board member for Sistersville General Hospital Foundation

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Work with student groups Students Against Destructive Decisions & Super Teens
Achieving Regional Success

Previous experience with WVU Extension Activities: Assists WVU-ES NOI with programming opportunities including obtaining grant funding to bring nutrition based educational programming to Tyler County Schools

Please indicate if this nomination is submitted to achieve balance of committee membership regarding: race: no gender: no

Previous service on CESC: (include approximate dates of service)

Wayne COUNTY
October 3, 2018 DATE

Employees and/or community leaders involved in selection of those recommended:

Julie Tritz, 4-H Agent & CPC; Evan Wilson, ANR Agent; Lisa Bell, Health Educator; Cathy Smith, Program Assistant; Rebecca Christian, Secretary.

Incumbent:

Name: Herma Lynn Davis

Address: 1962 Route 75, Kenova WV 25530

Date term expires: 2018

NOMINATED MEMBER:

Name: Shirley Birchfield

Address: 1122 10th Avenue, Huntington, WV 25701

Phone Number(s):

Cell: 304-730-9500

Home: 304 486 5355

E-mail: sbirchfi@valleyhealth.org

Education: Business Mgt & Entrepreneurship Degree from Marshall University

Occupation: Community Outreach Specialist with Valley Health

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

She services on River Valley Child Development Services as a member of the Board of Directors.

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Shirley is an active member of the Wayne County FRN and is also a foster parent.

Previous experience with WVU Extension Activities:

Shirley has helped with the Reality Store program the past year as a volunteer. This is a financial simulation for middle school youth offered by the Extension Office.

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes x no ; gender: yes x no

Previous service on CESC: (include approximate dates of service): No

Wetzel COUNTY

03/20/19 DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent:

Name: Janey Longwell

Address: 341 ½ N. St. Rt. 2 New Martinsville, WV 26155

Date term expires: 2018

NOMINATED MEMBER:

Name: Holly Morgan

Address: 622 Morgan Lane, New Martinsville, WV 26155

Phone Number(s): 304-771-8482

E-mail: holls.morgan@gmail.com

Education: B.S. – Business Administration and Accounting

Occupation: Wetzel County Museum Collections Manager, Wetzel County Farmers Market Manager, FARMacy Manager

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority) Upper Ohio Conservation District Supervisor, Wetzel County CVB – Secretary,

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN) Back Home Appalachian Arts and Music Festival volunteer organizer

Previous experience with WVU Extension Activities: Kids Pop-Up Markets

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no_X___; gender: yes_X___ no___

Previous service on CESC: (include approximate dates of service) n/a

Wetzel COUNTY

03/20/19 DATE

Employees and/or community leaders involved in selection of those recommended:

Incumbent: *(This is a new BOG position due to the disbanding of Wetzel County Farm Bureau)*

Name:

Address:

Date term expires:

NOMINATED MEMBER:

Name: Bob Yeager

Address: P.O. Box 87, Pine Grove, WV 26419

Phone Number(s): 304-386-4567

E-mail: n/a

Education:

Occupation: Retired

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority) Former President of Wetzel County Farm Bureau

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Former member of Town and Country Days Board of Directors, and Campgrounds Advisory Board

Previous experience with WVU Extension Activities: Farm Safety Days and CESC

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no X___; gender: yes___ no X___

Previous service on CESC: (include approximate dates of service) Recently has served as chairman of the CESC as the representative from the Farm Bureau. Would like to continue service on the CESC as a Board of Governor Member

Cabell COUNTY
3/25/19 DATE

Employees and/or community leaders involved in selection of those recommended:
Autumn Starcher, Evan Wilson

Incumbent:

Name: Victor Simpson

Address: 117 Wilson Court, Huntington, WV 25701

Date term expires: 6/30/19

NOMINATED MEMBER:

Name: Michele Hale

Address: 156 Jefferson Park Drive, Huntington, WV 25705

Phone Number(s): 304-416-0727

E-mail: michelehale9699@msn.com

Education: Marshall University B.A. Marshall University M.A.J.

Occupation: Teacher, Coach

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Treasurer, Cabell County 4-H All Stars; Creator, Take a Seat (Jackson's Mill Fundraiser)

Involvement in other community activities:

**(e.g. member, county library board; volunteer, community council; member, FRN)
Member, Cabell County 4-H Foundation; Volunteer, Jefferson County Special Olympics
Volunteer, Cabell County Special Olympics; Former Worship Committee Chairperson,
Choir Member, Pea Ridge United Methodist Church; Member, Jefferson County
Community Choir; Member, Huntington Musical Arts Guild**

Previous experience with WVU Extension Activities:

**IFYE, Chief of WV 4-H All Stars, Chairperson of 4-H Funds Advisory Committee, WV
State Camp Counselor from 1984 to present, County Camp Volunteer/Cook for over 35
years, 4-H Club Leader and Assistant Club Leader for over 25 years**

Please indicate if this nomination is submitted to achieve balance of committee membership in regard to: race: yes___ no___; gender: yes___ no___

Previous service on CESC: (include approximate dates of service)___none_____

Cabell COUNTY
March 25, 2019

RECOMMENDED ALTERNATE:

Name: Gregory K. Norris

Address: 204 North Blvd West

Phone Number(s): 304-523-3682, 304-638-3592

E-mail: wvframer@gmail.com

Education: BA +

Occupation: Small Business Owner

Leadership positions in community:

(e.g. vice-president, chamber of commerce; chair, solid waste authority; board of directors, economic development authority)

Immediate past president of the international Professional Picture Framers Association, past treasurer of the CCMGA, past president of the Allegheny Picture Framers Association, past president of the Huntington Downtown Neighborhood Association

Involvement in other community activities:

(e.g. member, county library board; volunteer, community council; member, FRN)

Developmental Therapy Center board of directors, Native Plant Society, KYOWVA Genealogical Association, Four Pole Creek Watershed Association

Previous experience with WVU Extension Activities:

CCMGA member

Please indicate if this nomination is submitted to achieve balance of committee

membership in regard to: race: yes___ no_X_; gender: yes___ no_X_

Previous service on CESC: (include approximate dates of service)_____none_____